user's manual

ixla™

web easy

Complete Web Page Studio

ixla

We've got the tools, you bring the imagination.

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Complete Web Page Studio

Welcome to the world of ixla Web Easy

If you thought you'd never be able to make your own Web site, ixla Web Easy will change the way you think. Now the hardest part of making your own Web site will be deciding what to put in it. For home, business or school use, ixla Web Easy makes creating impressive Web sites simple.

ixla Web Easy's Assistants can lead you through creating a Web site step-by-step, from design, to links, to publishing. Or, if you want to, you can do-it-yourself making use of the Assistants as and when you need to.

Adding photos and graphics to your Web site is easy too, just drag-and-drop from ixla Web Easy's Browser. Use the photos and graphics provided with ixla Web Easy or use your own; ixla Web Easy supports all popular digital cameras and scanners.

So what are you waiting for? First, see how it's all done in the on-line Tutorial, then let ixla Web Easy help you create your first Web site now!

About this Manual

This Getting Started guide gives you an overview of the ixla Web Easy software and what you can do with it. The guide contains:

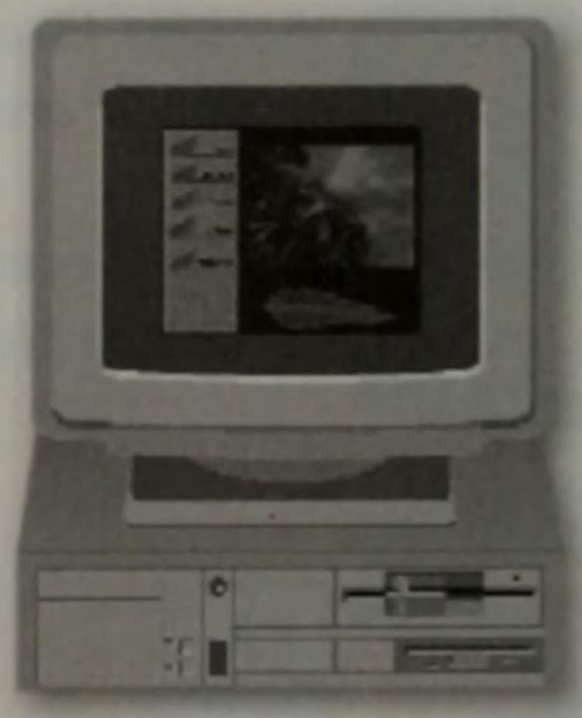
- ***a Web site overview and examples of some of the Web sites you can create,***
- ***installation instructions,***
- ***an introduction to the user interface, and***
- ***instructions and support for creating your first Web site.***

For detailed instructions and reference information on the full scope of ixla Web Easy's functionality, refer to the on-line Help system after completing the installation.

Web site overview

Use ixla Web Easy to design your Web site and build HTML files for it -- your local Web site.

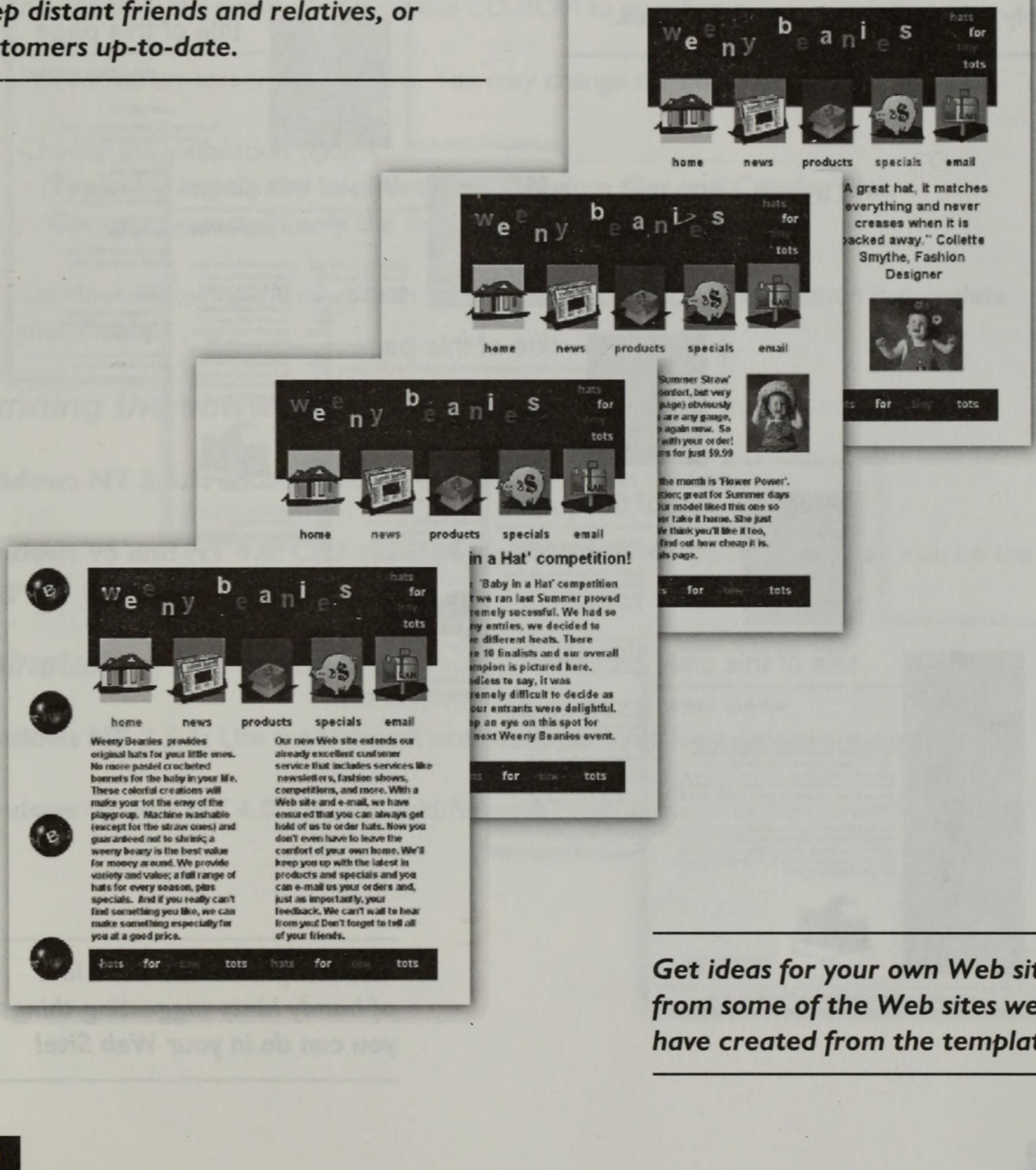
Use ixla Web Easy's Publish Assistant to help you publish your Web site by transferring your HTML files to the Host directory supplied by your Internet Service Provider -- your remote Web site.



Your Web site has been published on the Internet and is available for others to look at.

Web site examples

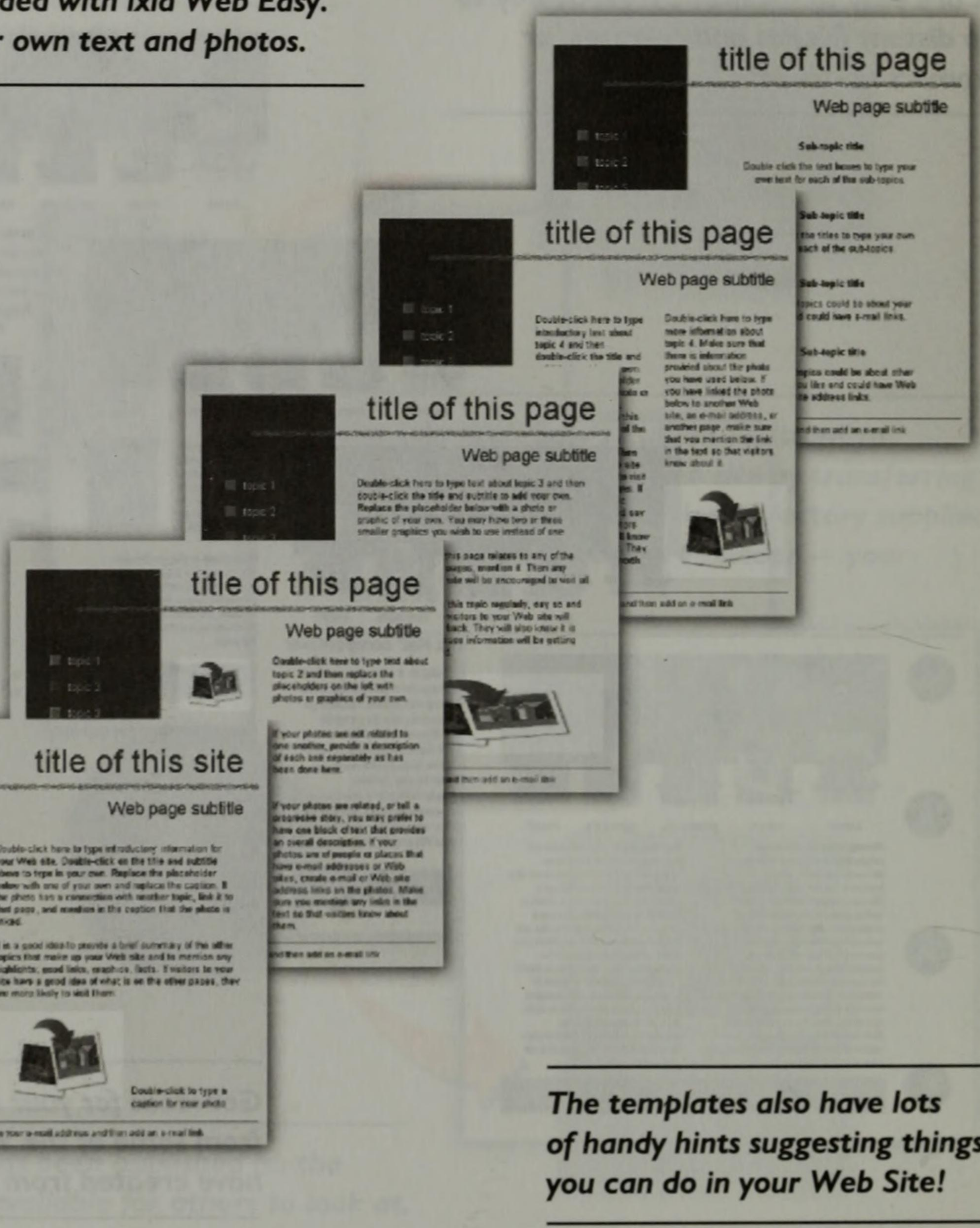
Create personal and business Web sites that are easy to maintain; a great way to keep distant friends and relatives, or customers up-to-date.



Get ideas for your own Web site from some of the Web sites we have created from the templates.

Web site examples

Get started using one of the many great templates provided with ixla Web Easy. Simply add your own text and photos.



The templates also have lots of handy hints suggesting things you can do in your Web Site!

Installing ixla Web Easy

1. Insert the ixla Web Easy CD-ROM into your CD-ROM drive.

   If the installation process does not begin automatically, from Explorer or File Manager double-click the setup.exe file on the CD-ROM to start Setup.

2. Follow the on-screen instructions. You may change the install directory if you wish.

3. Choose the installation option:
   - **Typical -- *installs the ixla Web Easy Program files and Catalog files.***
   - **Compact -- *installs only the ixla Web Easy Program files.***

4. Continue following the on-screen instructions and when the installation is complete, click Finish.

Running the software

Windows NT 3.5.1: double-click the ixla Web Easy icon to begin.

Windows 95 and NT 4.0: Click the Start button and select the ixla Web Easy icon on the Programs menu.

Uninstalling the software

Windows NT 3.5.1: Use the Uninstall icon in the ixla Web Easy program group.

Windows 95 and NT 4.0: Use the Add/Remove Programs icon in the Control Panel.

Getting Help

This guide provides you with the information required to create and publish your first Web site. For help with advanced techniques, and for assistance with other activities not covered in this guide, use the ixla Web Easy on-line Help.

Access the ixla Web Easy on-line Help by choosing Help Topics in the Help menu.

Windows NT 3.5.1 Help: Once you have chosen Help Topics, the Contents page lists the main topics for which help is available.

Windows 95/NT 4.0 Help: Once you have chosen Help Topics, a window with three tabs is displayed:

- ***The Contents tab contains a list of topics for which help is available. Just select the topic you need help with.***
- ***The Index tab allows you to look up a specific topic. Simply type in the first few letters of the topic you want and choose from the suggested list.***
- ***The Find tab offers the quickest way to get help and is especially useful when you don't know topic names. Simply type in a word (or part of a word), and then select a matching word to display a list of matching topics.***

Activity Guide: The Activity Guide provides you with a quick start to a range of activities. These activities can also be accessed using the menus and the Taskbar buttons.

Tutorial: The on-line tutorial introduces you to the basics of ixla Web Easy. Choose Tutorial in the Help menu and see how it's all done.

Assistants: The ixla Web Easy Assistants guide you through processes step-by-step. There are Assistants for creating a Web site, importing photos and more. Just follow the instructions provided and you can't go wrong!

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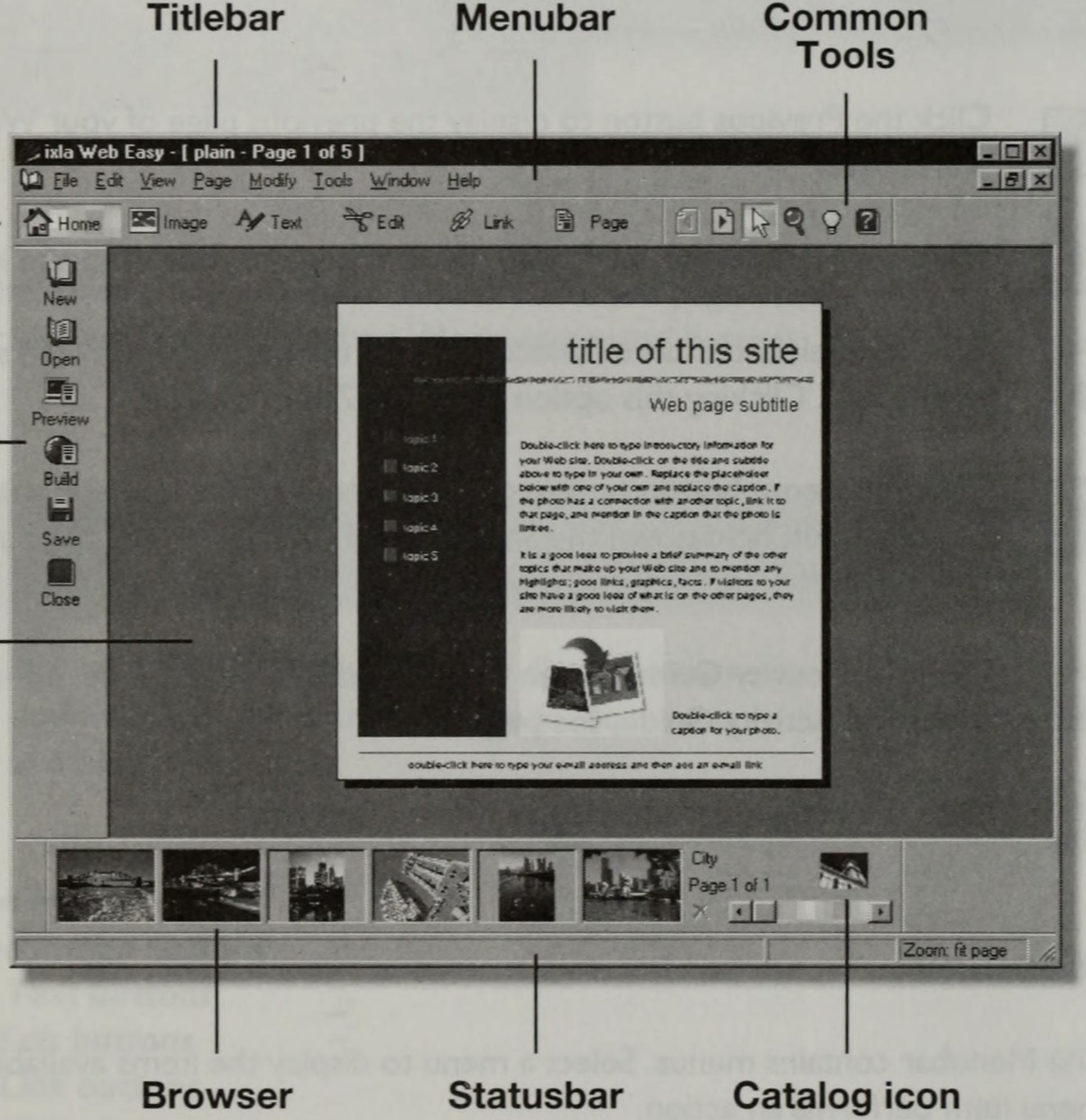
Understanding the ixla Web Easy interface

When Web Easy starts, the Activity Guide is displayed ready for you to use. Refer to page 17 for more information about the Activity Guide. Use the screenshot below to identify the different parts of the ixla Web Easy interface. Each part of the interface is explained on the following pages.



Understanding the ixla Web Easy interface

Common Tools

The Common Tools are buttons that are permanently displayed. Clicking a button performs an action.

Click the Previous button to display the previous page of your Web site in the workspace.

Click the Next button to display the next page of your Web site in the workspace.

Click the Select button to select items on the page of your Web site displayed in the workspace. Clicking this option turns the Zoom tool off.

Click the Zoom button to turn the zoom tool on. To zoom in, click in the workspace. To zoom out, hold down the Shift key and click. To fit the page in the workspace, hold down the Ctrl key and click.

Click the Activity Guide button to enable the Activity Guide. For more information about the Activity Guide, see page 17.

Click the Help button to display the on-line Help.

Menubar

The Menubar contains menus. Select a menu to display the items available in it. Selecting a menu item performs an action.

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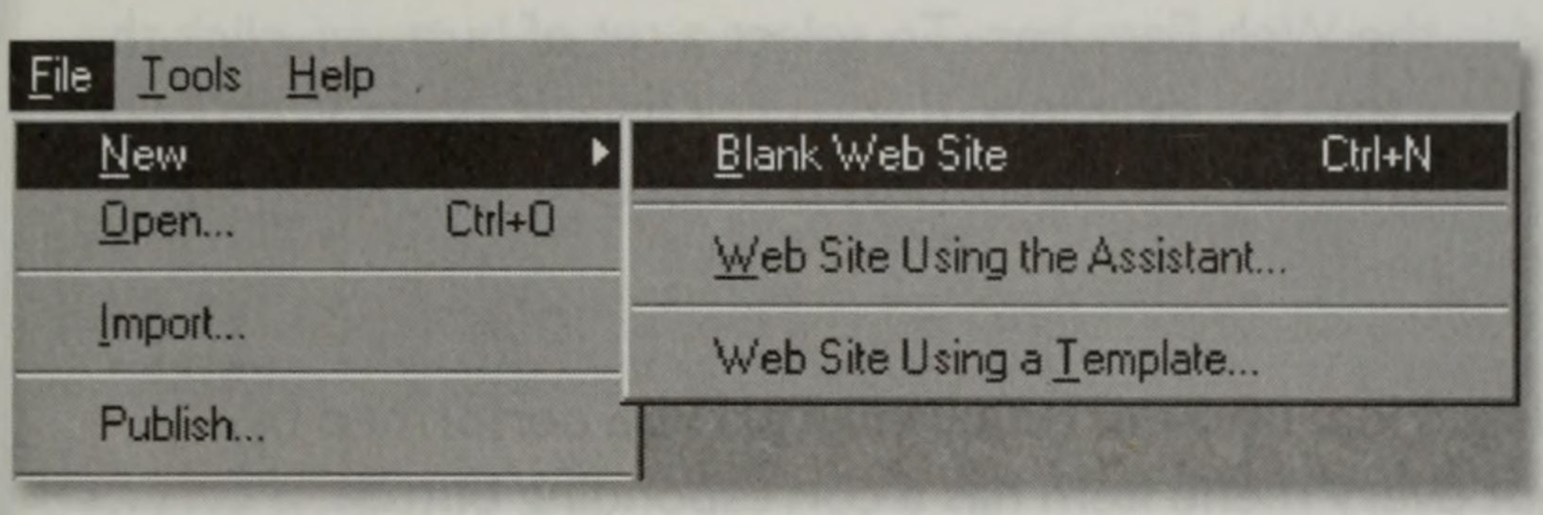
Understanding the ixla Web Easy interface

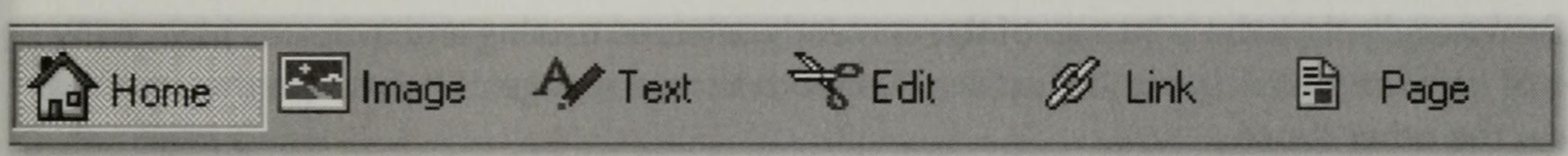
If an item is followed by an ellipsis (...), when you select that item, a dialog box will be displayed. If an item is followed by an arrow, hold the mouse over that item to cascade further options.



Titlebar

The Titlebar displays the name of the software, and the name and page details of the current Web site. The Titlebar also displays the standard Windows control buttons.

Web Easy bar



The Web Easy bar is a row of buttons. Clicking a button displays a corresponding set of buttons in the Taskbar down the left side of the workspace. You can only display one set of buttons in the Taskbar at a time.

Click:

- ***Home to display the Home buttons***
- ***Image to display the Image buttons***
- ***Text to display the Text buttons***
- ***Edit to display the Edit buttons***
- ***Link to display the Link buttons***
- ***Page to display the Page buttons.***

Understanding the ixla Web Easy interface

Taskbar

The Taskbar is where sets of buttons are displayed. The buttons displayed in this area are determined by the button selected in the Web Easy bar. To select a set of buttons, click the corresponding button in the Web Easy bar; for example, if you click Image in the Web Easy bar, the Image buttons will be displayed in the Taskbar. For more information about the different sets of buttons, refer to the on-line Help.

Clicking a button performs an action. Most of these actions can also be performed by choosing menu items; however, not every menu item has a corresponding button.

Workspace

The workspace is where your Web site is displayed so you can work on it.

Browser

The Browser displays the contents of the currently selected catalog and indicates how many pages of items the catalog has. If a catalog has more than one page of items, use the scroll bar to view the other items.

To change the catalog you are viewing, use the Catalog icon to select a new one; see the Catalog icon section on the following page.

You use photos in catalogs by dragging and dropping them onto your Web site. To drag-and-drop a photo, click it with the left mouse button and hold the mouse button down; drag the photo by moving the mouse pointer onto your Web site; then drop the photo by releasing the mouse button.

An Advanced Browser is also available. To display it, choose Options from the Tools menu; the Options dialog box is displayed. Select the Advanced tab and check the Display Advanced Browser box.

Statusbar

The Statusbar displays information about selected items or about the tasks ixla Web Easy performs:

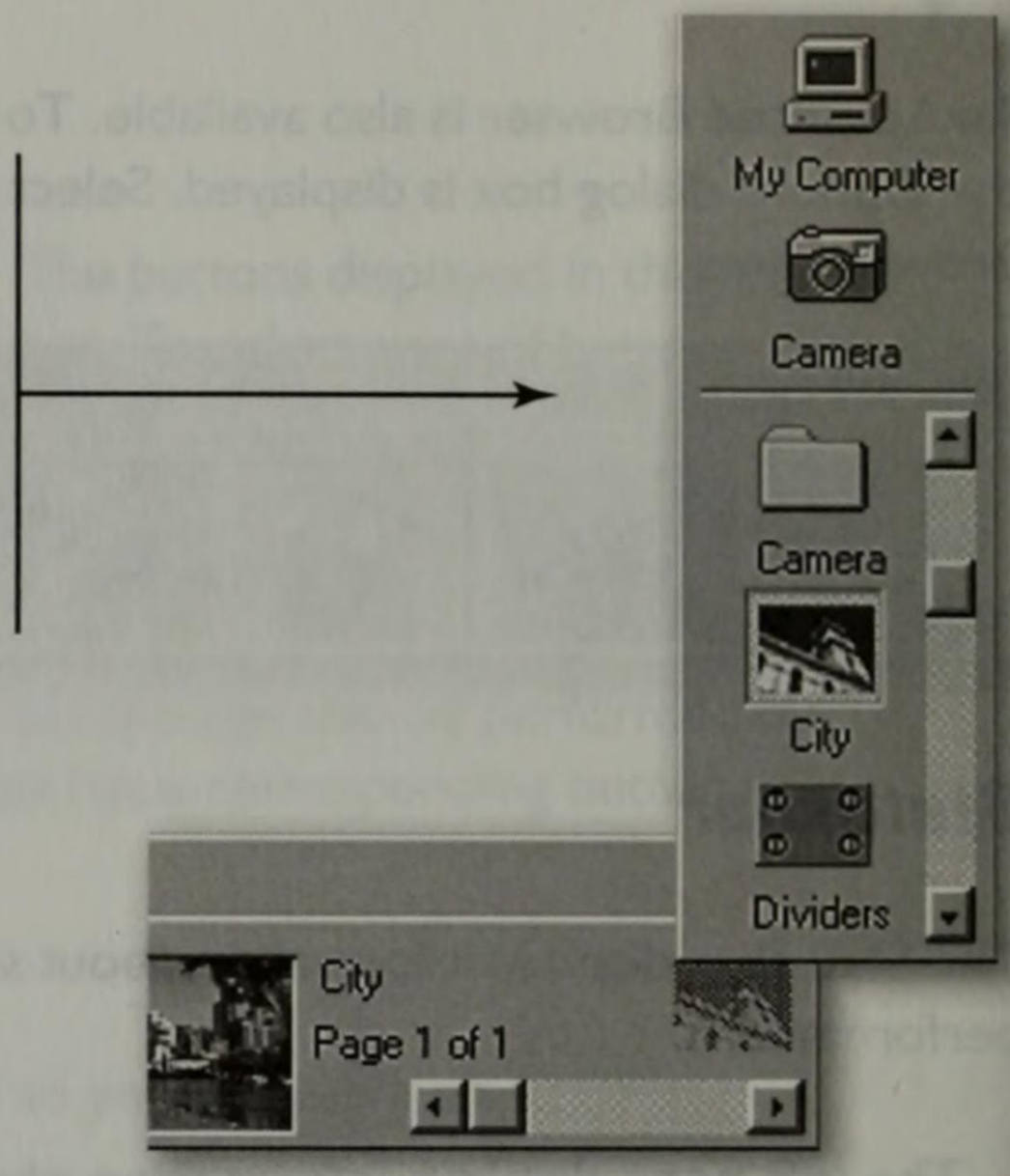
- ***The left pane displays information about graphics when they are selected. It also provides information about tasks ixla Web Easy performs.***

- ***The right panes display the size and position on the page of the selected graphic. When no graphic is selected, the size of the Web site (in pixels) is displayed in the far right pane.***

Understanding the ixla Web Easy interface

Catalog icon

Clicking the Catalog icon displays the Catalog window. Click a catalog to select it and display its contents in the Browser. Close the Catalog window by either selecting a Catalog or pressing the Esc key on your keyboard.



The Catalog window has two parts. The upper section allows you to view any graphic files stored on your computer or on a CD-ROM or disk, or photos stored in a digital camera connected to your computer. The lower section of the Catalog window displays a list of the catalogs available to you.

If you have the Advanced Browser displayed,
the catalogs that will be displayed in the Catalog window depend on which Browser tab is selected; for example, if the Photos tab is selected when you click the Catalog icon, photo catalogs will be displayed in the Catalog window.

Right-click the My Computer icon to select the folder, disk or CD-ROM whose contents you want to view.

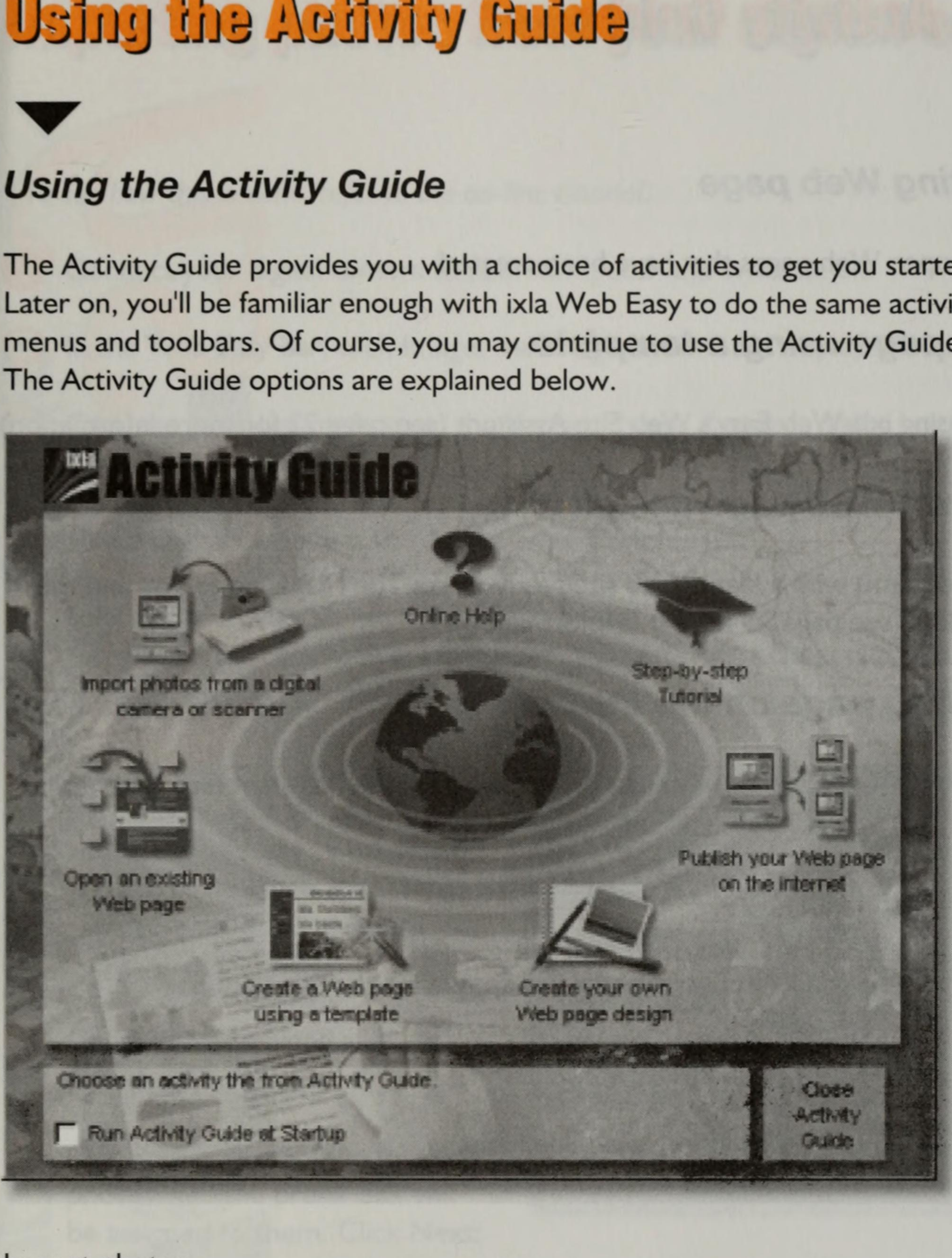
Right-click the Camera icon to connect to your camera so that you will be able to view the photos stored in it. Once your camera is connected, click the Camera icon to view the photos in the Browser.

See the Importing photos from your digital camera section on page 19 for details on importing the photos stored in your digital camera.

Using the Activity Guide

Using the Activity Guide

The Activity Guide provides you with a choice of activities to get you started quickly. Later on, you'll be familiar enough with ixla Web Easy to do the same activities using the menus and toolbars. Of course, you may continue to use the Activity Guide because it's handy. The Activity Guide options are explained below.



Import photos...

Import photos from your digital camera or scanner with ixla Web Easy's Import Photos Assistant (see page 19 for more information).

Using the Activity Guide

Open an existing Web page

Click this option to open Web pages that have been created.

Create a Web page using a template

Create a Web site using ixla Web Easy's Web Site Assistant (see page 22 for more information)

Create your own Web page design

ixla Web Easy provides you with a blank Web site ready to go. The rest is up to you and the possibilities are endless (see page 25 for more information).

Publish your Web page on the Internet

Publish your Web site on the Internet with ixla Web Easy`s Publish Assistant (see page 44 for more information).

ixla Web Easy Tutorial

Sit back and watch, and the ixla Web Easy tutorial will show you how it's all done.

ixla Web Easy Help

Get quick access to ixla Web Easy's extensive on-line Help.

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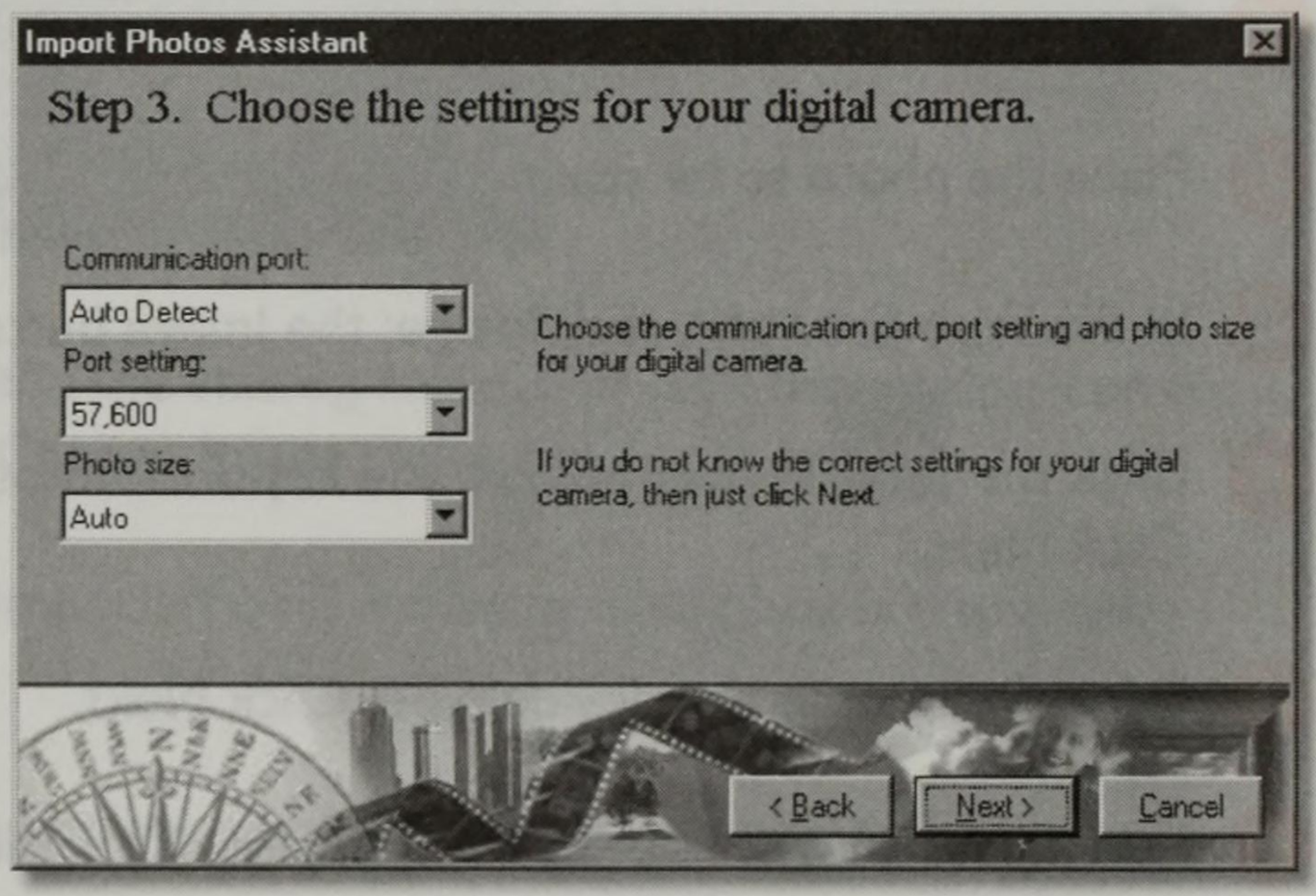
Importing photos from your digital camera

* *To see how this is done, refer to the on-line tutorial.*

1. Connect your digital camera to your computer and switch it on.
2. In the Web Easy bar, click Image; the Image buttons are displayed in the Taskbar.
3. Click the Import button; the Import Photos Assistant dialog box is displayed. Click Next.
4. Select Digital camera as the device type. Click Next.
5. Select your digital camera model from the list. Click Next.
   * *If your digital camera does not appear in the list, select Other and go to step 7 in the Scanner section on the next page.*
6. Choose the communication port, port setting, and photo size for your digital camera. Click Next.
   * *If you do not know the settings for your digital camera, just click Next.*



7. Choose to download all your photos. Click Next.
8. Choose the file location for your photos, and the prefix that will be assigned to them. Click Next; ixla Web Easy downloads your photos.

Importing photos from your digital camera

1. When the photos have all been downloaded, click Next to store your photos in a catalog.
2. Choose to create a new catalog, type in the catalog name, and click the catalog icon to choose an icon for your catalog; the Choose Image dialog box is displayed.
3. Select an image and click Open; the Import Photos Assistant dialog box is displayed. Click Next.
4. Choose to display your photos in the Browser and click Finish.

Importing photos from your scanner

1. Connect your scanner to your computer and switch it on.
2. Place the photo to be scanned in the scanner.
3. In the Web Easy bar, click Image; the Image buttons are displayed in the Taskbar.
4. Click the

Import button; the Import Photos Assistant dialog box is displayed. Click Next.
5. Select Scanner as the device type. Click Next.
6. Select your TWAIN device from the list. Click Next.
7. Choose the file location for your photos, and the prefix that will be assigned to them. Click Next.
   * *Your scanning software is activated automatically.*
8. Scan your photos.

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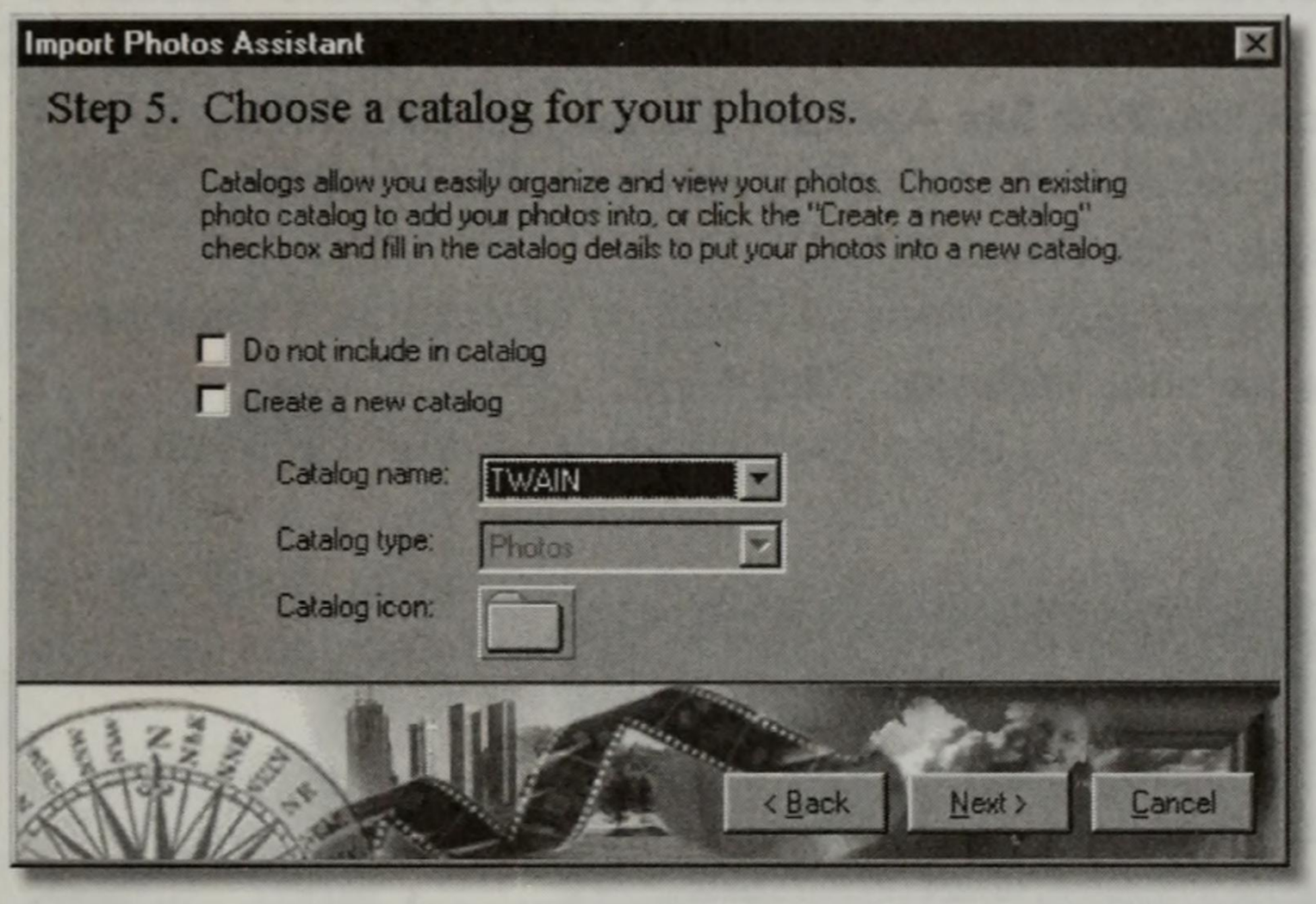
Importing photos from your scanner

9. When you are ready, close your scanning software; you are returned to ixla Web Easy.
   * *The scanned photos are automatically saved to the file location you specified in the Import Photos Assistant.*

10. Click Next to store your photos in a catalog.



11. Choose to create a new catalog, type in the catalog name, and click the catalog icon to choose an icon for your catalog; the Choose Image dialog box is displayed.

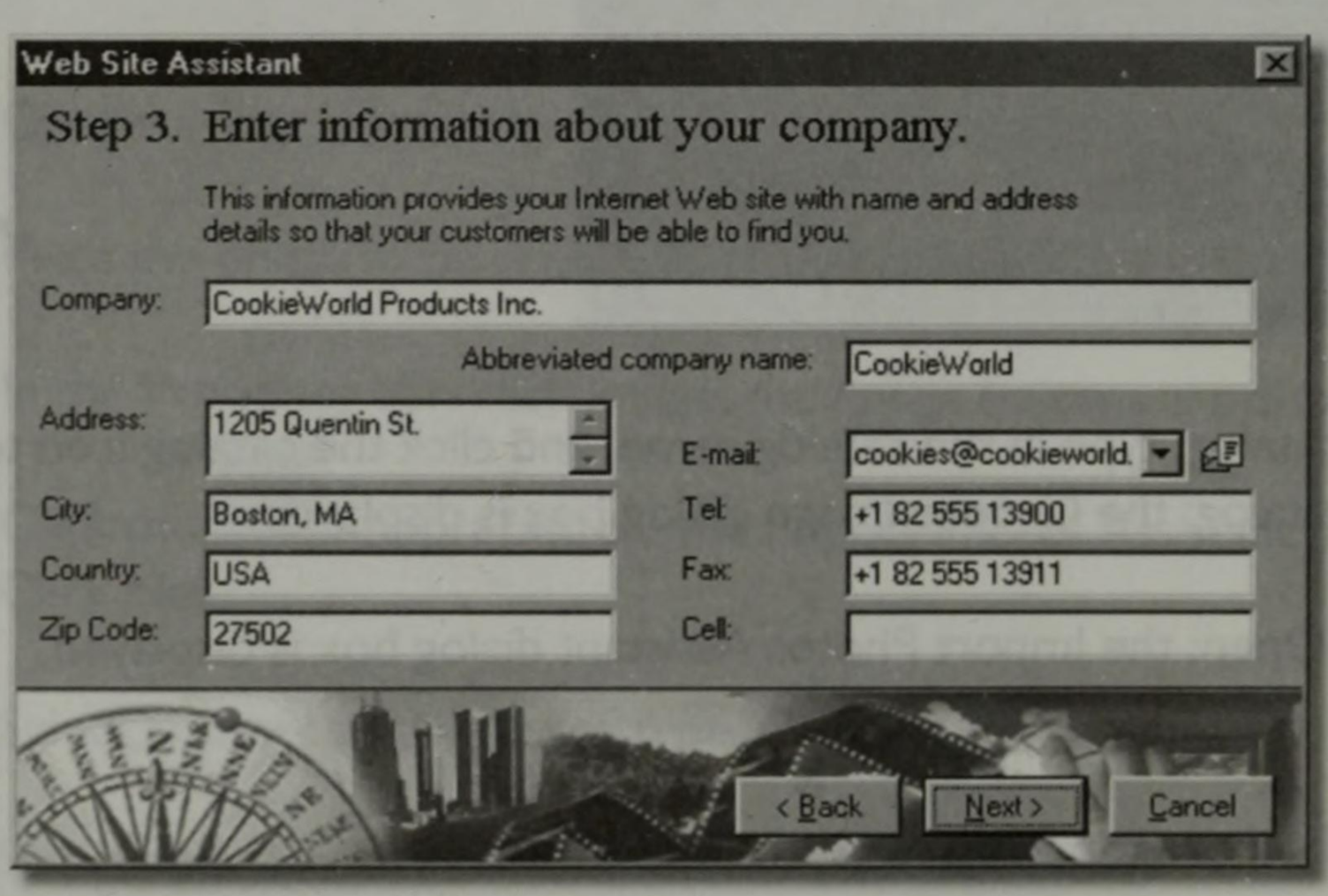
12. Select an image and click Open; the Import Photos Assistant dialog box is displayed. Click Next.

13. Choose to display your photos in the Browser and click Finish.

Creating a Web site using the Web Site Assistant

If you're a newcomer to creating Web sites, the ixla Web Easy Web Site Assistant is for you. The Assistant will take you through the process of creating a Web site step-by-step.

1. In the Web Easy bar, click Home; the Home buttons are displayed in the Taskbar.
2. Click the New button; the Web Site Assistant is displayed. Click Next.
3. Select the Personal template. Click Next.
4. Choose a folder and name for your Web site. Click Next.
5. Enter your personal details.



6. Click the photo to choose a new one; the Choose image dialog box is displayed.
7. Select an image and click Open; the Web Site Assistant is displayed. Click Next.

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Creating a Web site using the Web Site Assistant

* *Any graphics or color boxes displayed in the Web Site Assistant can be altered by clicking them, as in steps 6 and 7.*

8. Enter the "Getting to know you" details over three pages clicking Next each time you finish a page.

9. On the "Getting to know you better" panel, provide the title and text of your story.

10. If you want your story to be linked to another site, complete the Link field.

11. Click the double forward arrow to add your story to the list. Click Next.

12. On the "Enter some links to other Web sites" panel, provide the title and a description of a Web site you would like to link to.

13. In the Link field, enter the address of the Web site you want to create a link to.

14. Click the double forward arrow to add your link to the list. Click Next.

15. Select the options you want for the layout of your Web site. Click Next.

16. Click Finish; your personal Web site is displayed in the workspace.

17. Click the

Save button; the Save Web Site As dialog box is displayed.
    * *The Save Web Site As dialog box uses the file location and filename that you selected using the Web Site Assistant. You can change these if you want.*

18. Click Save; your Web site has been saved.

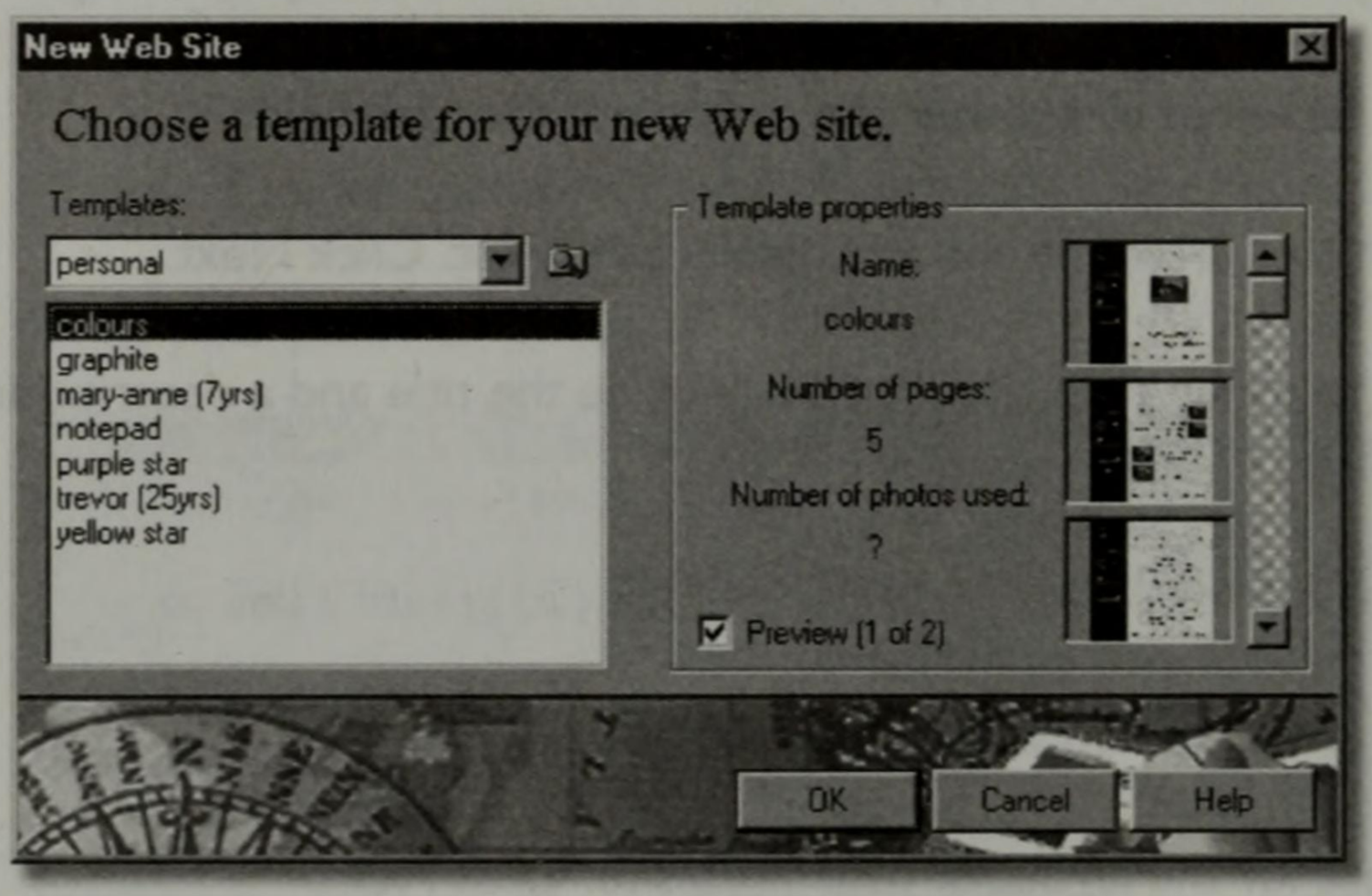
ixla Web Easy displays your completed Web site in the workspace. To get your Web site onto the Internet see the Building your Web site and Publishing your Web site sections on page 43 and page 44.

Creating a Web site using a template

If you want design ideas for your Web site, the ixla Web Easy templates are for you. The templates give you the basis for great looking Web sites. Or, change the items to suit your specific project.

* *To see how this is done, refer to the on-line tutorial.*

1. Choose New, Web Site Using a Template from the File menu; the New Web Site dialog box is displayed.



2. Select a template; the template details are displayed in the right side of the dialog box.

3. Click OK; the template is displayed in the workspace ready for you to work on.

4. Continue working with your Web site using the instructions in the Working with... sections starting on page 26.

5. Get your Web site onto the Internet using the instructions in the Building your Web site and Publishing your Web site sections on page 43 and page 44.

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Creating a Web site using your own design

If you know how you want your Web site to look and what sort of links you want to put in, then you're ready to go it alone.

* *To see how this is done using the Advanced Browser, refer to the on-line tutorial.*

1. Choose New, Blank Web Site from the File menu; a blank Web site is displayed in the workspace ready for you to work on.

2. Add a background to a page, determine the size of your Web site and save your Web site by following the steps in the Working with Web sites and pages section on page 34.

   * *If at any time you want to preview your Web site, follow the Preview your Web site instructions in the Working with Web sites and pages section on page 38.*

3. Add items to your page and change those items by following the steps in the Working with items section on page 62.

4. Add text to your page by following the steps in the Working with text section on page 32.

5. Create your links by following the steps in the Working with Links section on page 34.

6. When you have finished designing your Web site, get it onto the Internet using the instructions in the Building your Web site and Publishing your Web site sections on page 43 and page 44.

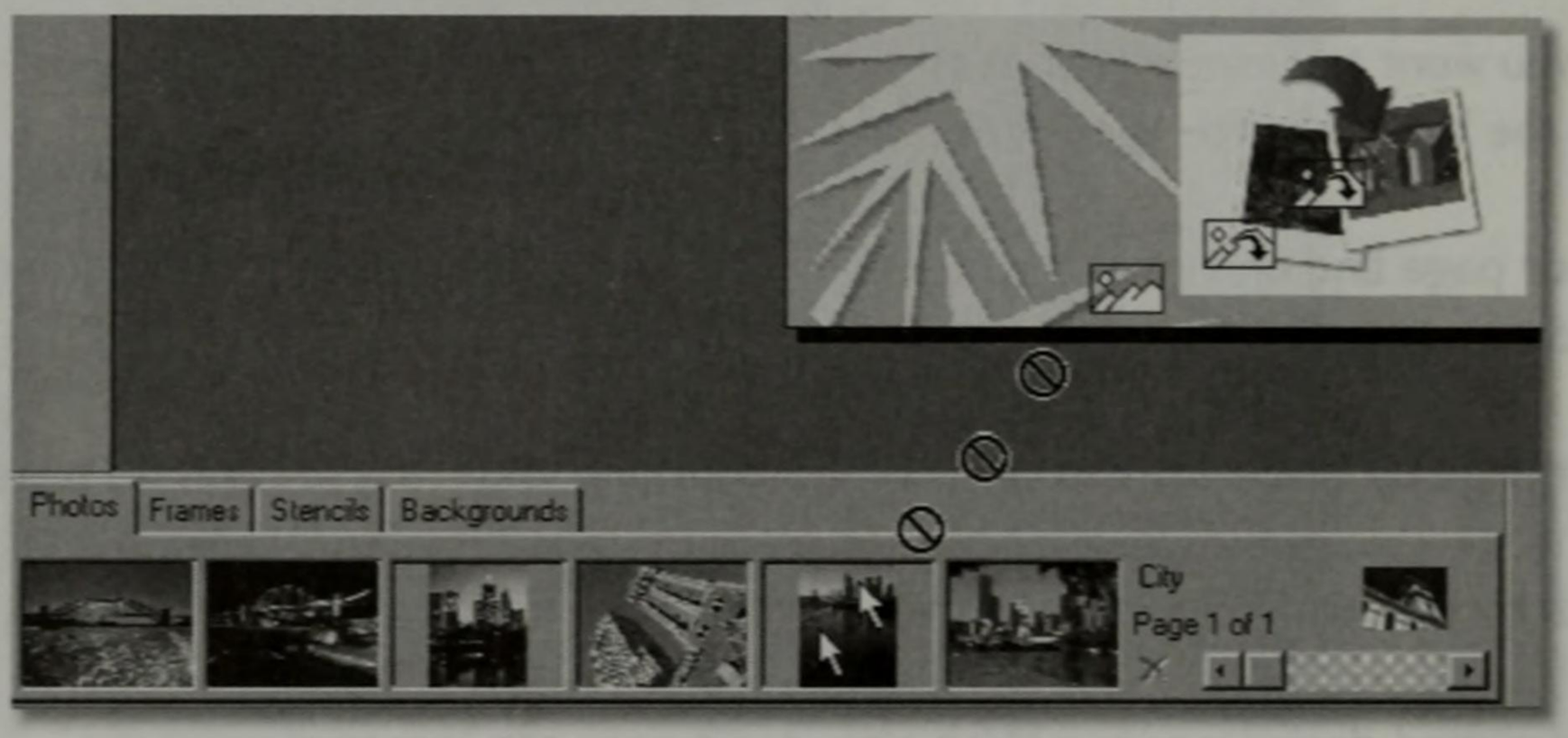
Working with items

Add a photo

1. Click the Photos tab in the Advanced Browser; the contents of the currently selected photo catalog are displayed.

2. Click the Catalog icon and select the catalog you want; the contents of the selected catalog are displayed in the Advanced Browser.

3. Choose which photo you want to add to your Web site and then drag-and-drop it into position.



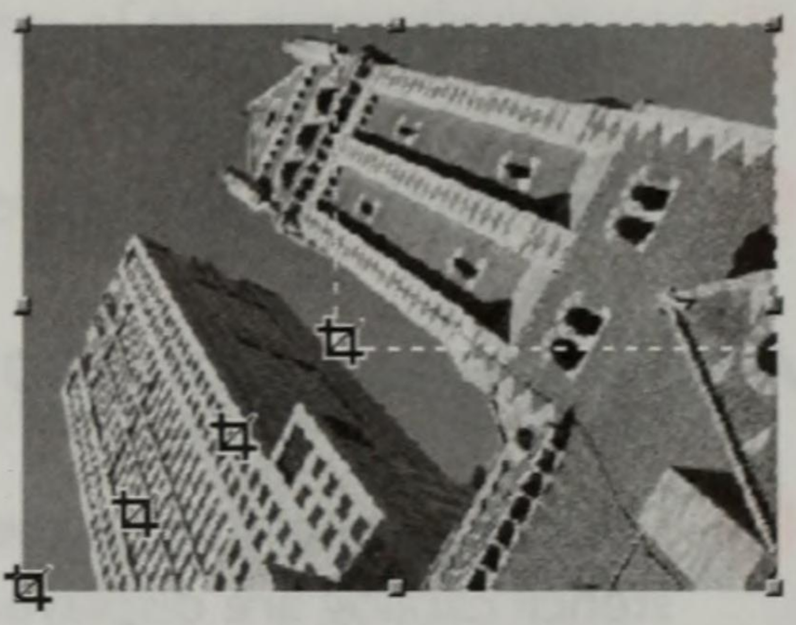
* *If you are replacing a placeholder in a template, make sure the sizing handles are displayed around the edge of the placeholder before dropping the photo. The cursor will change to indicate the photo is going to replace the placeholder.*

You can also add a photo to your Web site by double-clicking it in the Browser.

Working with items

Crop a photo

1. Select the photo you want to crop.



2. Hold down the Ctrl key and point to a sizing handle so that the cursor becomes a crop symbol.
   * *Use a side sizing handle to crop from the side; a top or bottom sizing handle to crop from the top or bottom; or a corner sizing handle to crop from both.*
3. Drag the sizing handle to crop the photo.
   * *If you want to crop the photo proportionally, hold down the Shift key as well as the Ctrl key and release them after you have released the mouse button.*
4. Release the mouse button and then the Ctrl key.
   * *Cropping is reversible; drag the sizing handle the opposite way.*

Apply effects to a photo

1. Select the photo you want to apply effects to.
2. In the Web Easy bar, click Image; the Image buttons are displayed in the Taskbar.
3. Click the Effects Effects button; the Effects dialog box is displayed.
4. Select the effect you want to apply.
5. Apply more or less of the effect by clicking the corresponding options.
   * *If you want to undo the effect, click Restore or Cancel.*
6. When you have finished, click OK; the effect is applied to the photo.

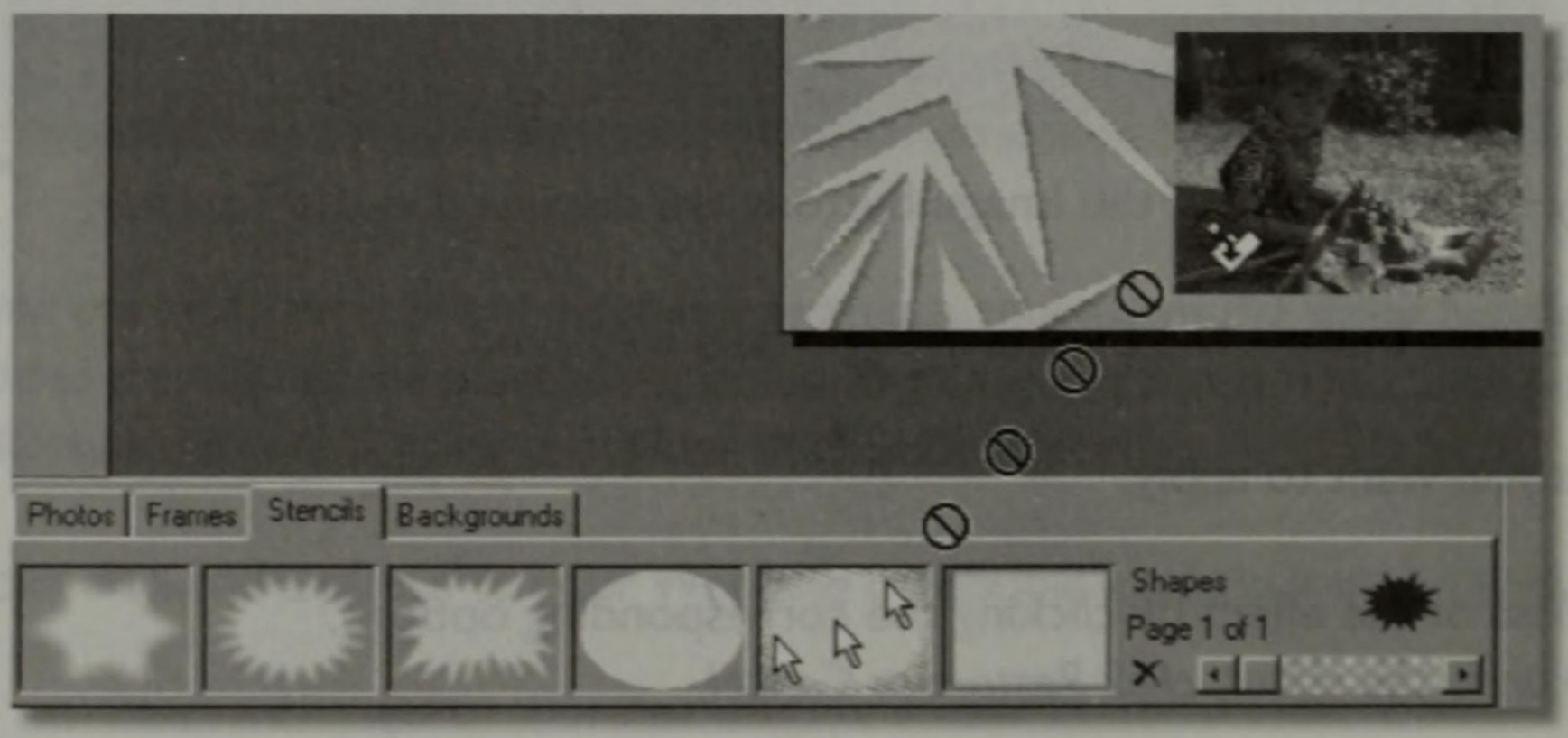
Working with items

Remove a photo

1. Select the photo you wish to delete.
2. Press the Delete key on your keyboard; the photo is deleted.

Add a stencil to a photo

1. Click the Stencils tab in the Advanced Browser; the contents of the currently selected stencil catalog are displayed.
2. Click the Catalog icon and select the catalog you want; the contents of the selected catalog are displayed in the Advanced Browser.
3. Choose the stencil you want to add to your photo and then drag it onto the photo.
4. When sizing handles are displayed around the edge of the photo, drop the stencil by releasing the mouse button.



* *The cursor will change to indicate the stencil is going to be added to the photo*

You can also add a stencil to a photo by selecting the photo and double-clicking the stencil in the Advanced Browser.

Working with items

Remove a stencil from a photo

1. Click the Stencils tab in the Advanced Browser; the contents of the currently selected stencil catalog are displayed.
2. Select the photo whose stencil you wish to remove.
3. Click the Remove Stencil button in the Advanced Browser; the stencil is removed.

Add a frame to an item

1. Click the Frames tab in the Advanced Browser; the contents of the currently selected frame catalog are displayed.
2. Click the Catalog icon and select the catalog you want; the contents of the selected catalog are displayed in the Advanced Browser.
3. Choose which frame you want to add to your item and then drag it onto the item.
4. When sizing handles are displayed around the edge of the item, drop the frame by releasing the mouse button.
   * *The cursor will change to indicate the frame is going to be added to the item.*

You can also add a frame to an item by selecting the item and double-clicking the frame in the Advanced Browser.

Remove a frame from an item

1. Click the Frames tab in the Advanced Browser; the contents of the currently selected frame catalog are displayed.
2. Select the frame you wish to remove.
   * *Ensure that the sizing handles displayed are diamonds not squares. You may need to click the frame twice to achieve this.*

Working with items

3. Click the Remove Frame button in the Advanced Browser; the frame is removed.

Change the size of an item

1. Select the item whose size you want to change.

2. Point to a sizing handle on a corner or edge of the item so that the cursor becomes a double-headed arrow.

   * *Use a side sizing handle to alter the width; a top or bottom sizing handle to alter the height; or a corner sizing handle to alter the width and height together.*

3. Drag the sizing handle to change the size of the item.

* *If you want to resize the item proportionally, hold down the Shift key while you are resizing and release it after you have released the mouse button.*

ixla Web Complete Web Page Studio

Working with items

Move an item

1. Select the item you want to move.
2. Drag the item to the new position.

   * *An outline of the item is displayed to show you where the item will be.*

3. Drop the item by releasing the mouse button.

Replace an item

You can only replace an item with an item of the same type; for example, you can only replace a photo with a photo, not a frame.

1. Click the appropriate tab in the Advanced Browser; the contents of the currently selected catalog are displayed.

   * *For example, if you want to replace a photo, click the Photos tab.*

2. Click the Catalog icon and select the catalog you want; the contents of the selected catalog are displayed in the Advanced Browser.
3. Choose which item you want to add to your Web site and then drag it over the item you want to replace.
4. When sizing handles appear around the edges of the item you are replacing, drop the item you are dragging.

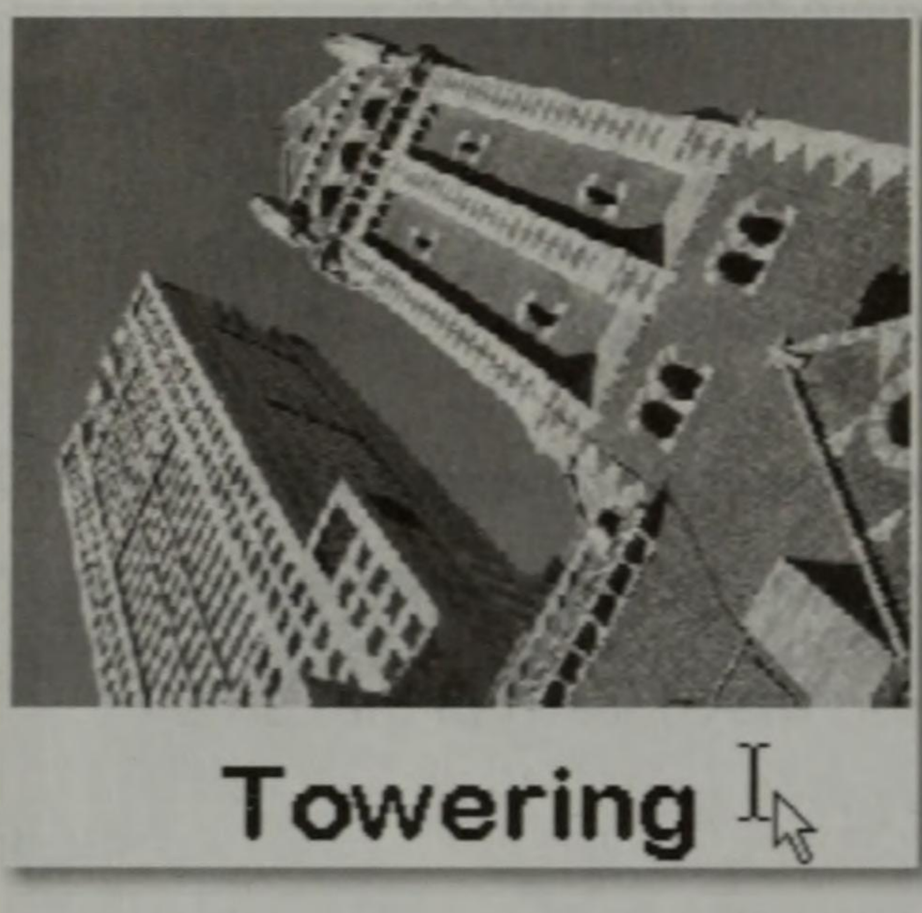
You can also replace an item on your Web site by first selecting the item you want to replace and then double-clicking the new item in the Advanced Browser.

Working with text

Add text

1. In the Web Easy bar, click Text; the Text buttons are displayed in the Taskbar.

2. Click the Insert text Insert Text button.
   * *The cursor changes to show you that you can insert text.*



3. Click your Web site where you want to add the text and type your text.

4. When you have finished typing your text, click the Select button in Common Tools.
   * *To resize the text item, see the Change the size of an item section on page 30.*
   To move the text item, see the Move an item section on page 31.

Delete text

1. Select the text item you want to delete.
   * *You only need to select the text item; you don't need to highlight the actual text.*

2. Press the Delete key on your keyboard; the text item is deleted.

Working with text

Change text properties

1. Select the text item whose properties you want to change.
   * *You only need to select the text item; you don't need to highlight the actual text.*
2. In the Web Easy bar, click Text; the Text buttons are displayed in the Taskbar.

- ***To change the font, color or style of the text, click the Font button; the Font dialog box is displayed.***

- ***Make the changes you want and then click OK.***

- ***To increase the size of the text, click the Increase button.***

- ***To decrease the size of the text, click the Decrease button.***

* ***After changing the size of your text, you may need to change the size of the text item; see the Change the size of an item section on page 30.***

- ***To change the justification of the text, click the Justify button and select the justification you want from the options displayed.***

Change text content

1. Double-click the text item you want to modify; a cursor appears in the text item.
2. Use the arrow keys on your keyboard to navigate through the text, if necessary.
3. Type in the new text, then use the Delete key to delete any unwanted text.
   * *You can also use your mouse to highlight text and then type new text over the selection, or delete it using the Delete key.*

Working with links

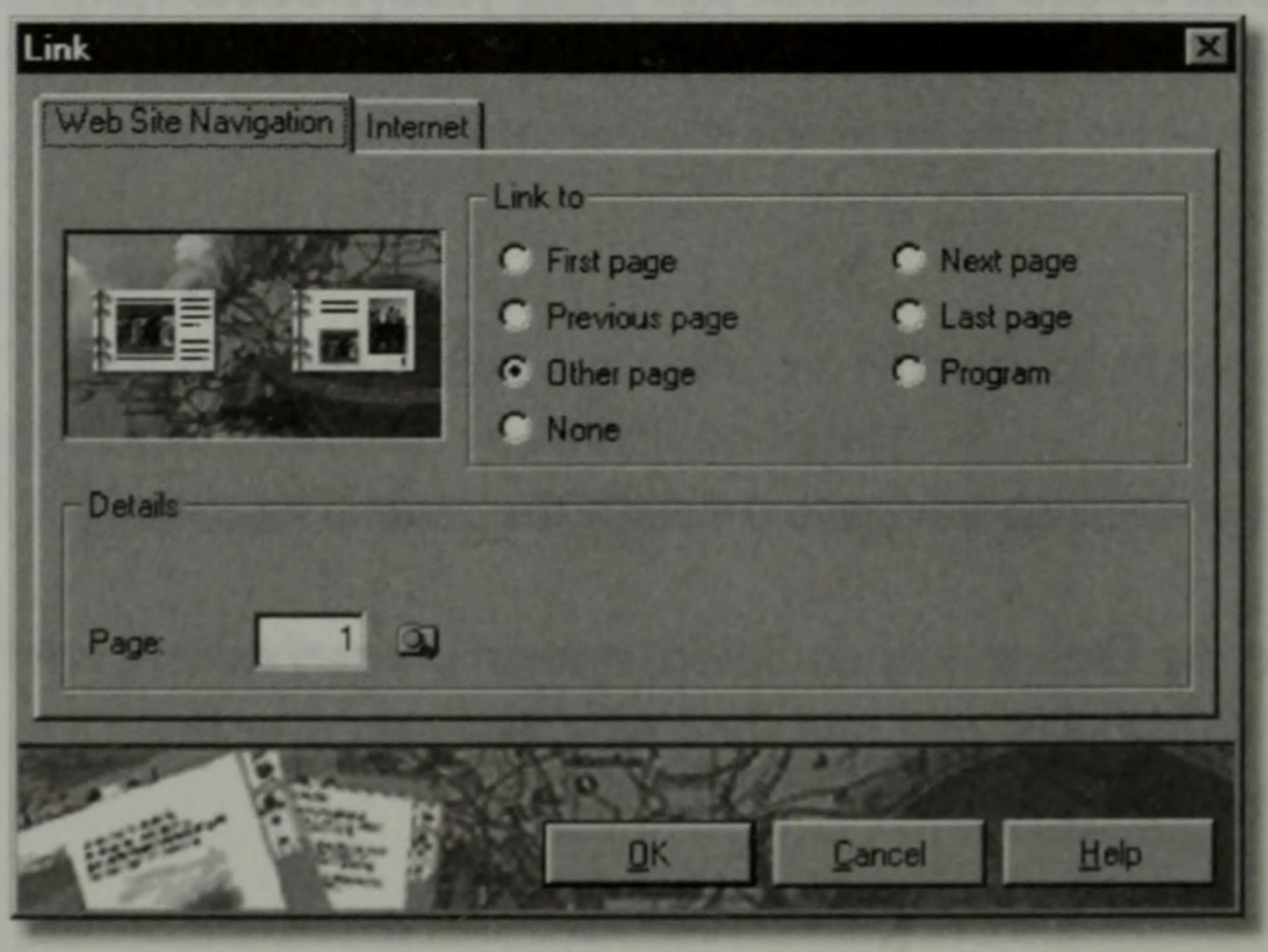
ixla Web Easy enables you to create links quickly and easily. If you forget what type of link you have created for an item, you can display link information by right-clicking the item and choosing Link from the pop-up menu that is displayed.

Create a link within your Web site

When a user activates one of these links in your Web site, they will jump to another page in your Web site.

1. Select the item you want to be linked.
2. In the Web Easy bar, click Link; the Link buttons are displayed in the Taskbar.
3. To create a link to the first page of your Web site, click the Home Home button.

- ***To create a link to the previous page, click the Previous Previous button.***
- ***To create a link to the next page, click the Next Next button.***
- ***To create a link to another page, click the Other Other button; the Link dialog box is displayed with the Web Site Navigation tab selected.***



4. Provide the page number in the Page field; click OK to finish.
   * *You can also create a link to the last page by selecting the Last Page option.*

5. If you don't know the page number, click the Browse icon; the Go To dialog box is displayed.

6. Select the page you want the link to lead to, then click OK; the Link dialog box is displayed. Click OK.

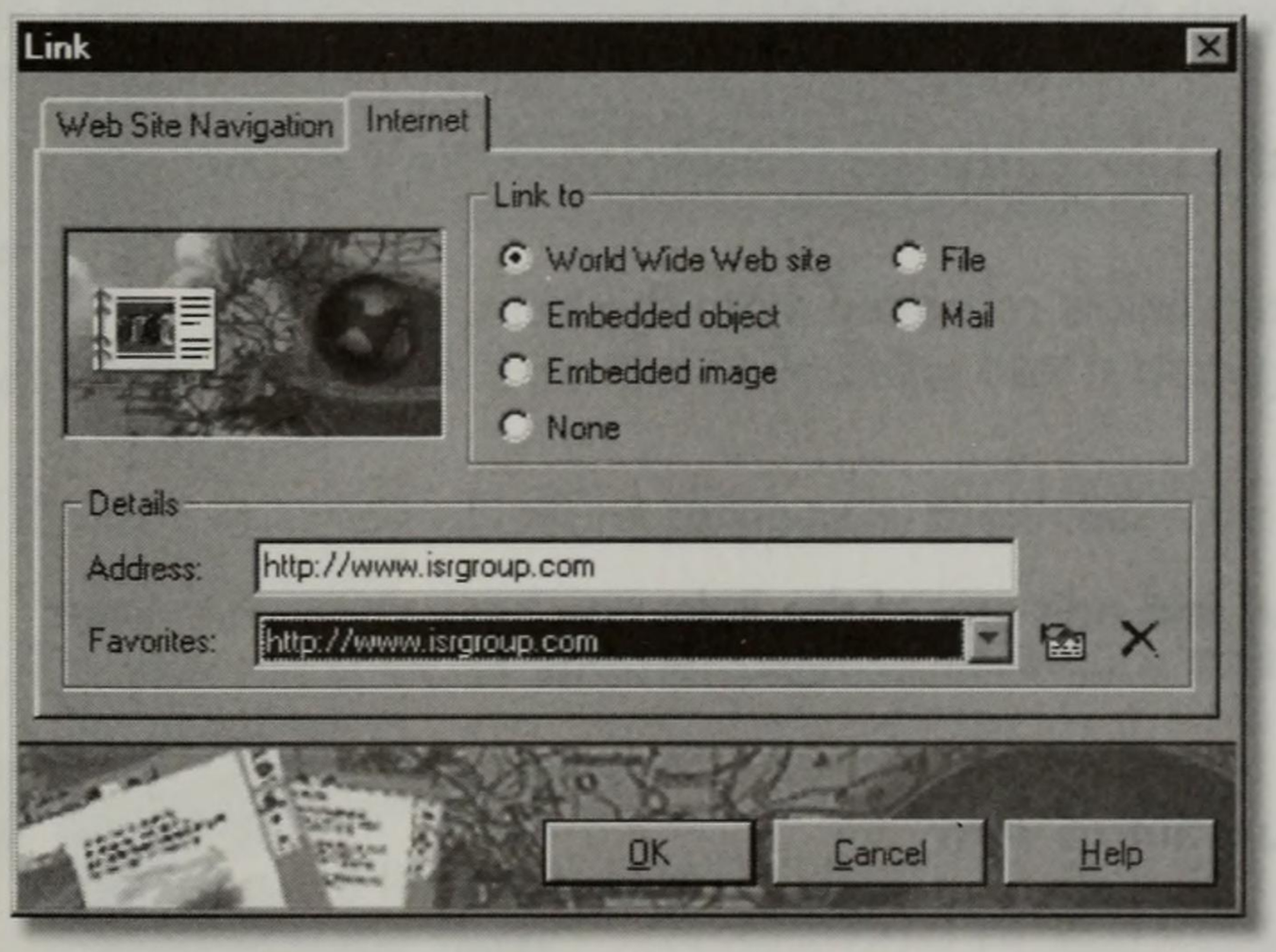
Create a link to another Web site

When a user activates this type of link in your Web site, they will jump to the site whose address you supplied.

1. Select the item you want to be linked.

2. In the Web Easy bar, click Link; the Link buttons are displayed in the Taskbar.

3. Click the Internet button; the Link dialog box is displayed with the Internet tab selected.



Working with links

4. Select the World Wide Web site option and provide the site address. Click OK.
   * *Ensure that you type the address correctly; if it is wrong, the link will not work.*

Create an e-mail link

When a user activates this type of link in your Web site, their e-mail software will run and the address you supplied will be provided.

1. Select the item you want to be linked.

2. In the Web Easy bar, click Link; the Link buttons are displayed in the Taskbar.

3. Click the

Internet button; the Link dialog box is displayed with the Internet tab selected.

4. Select the Mail option and provide the e-mail address. Click OK.
   * Ensure that you type the address correctly; if it is wrong, the user will not be able to send the e-mail.

Remove a link from your Web site

1. Select the item from which you wish to remove a link.

2. In the Web Easy bar, click Link; the Link buttons are displayed in the Taskbar.

3. Click the

No Link button; the link is removed from the item.

Using the Link Assistant

The Link Assistant enables you to view and edit any of the links you have created in your Web site.

1. Display the page whose links you want to view.

ixia WebPage Studio Complete Web Page

Working with links

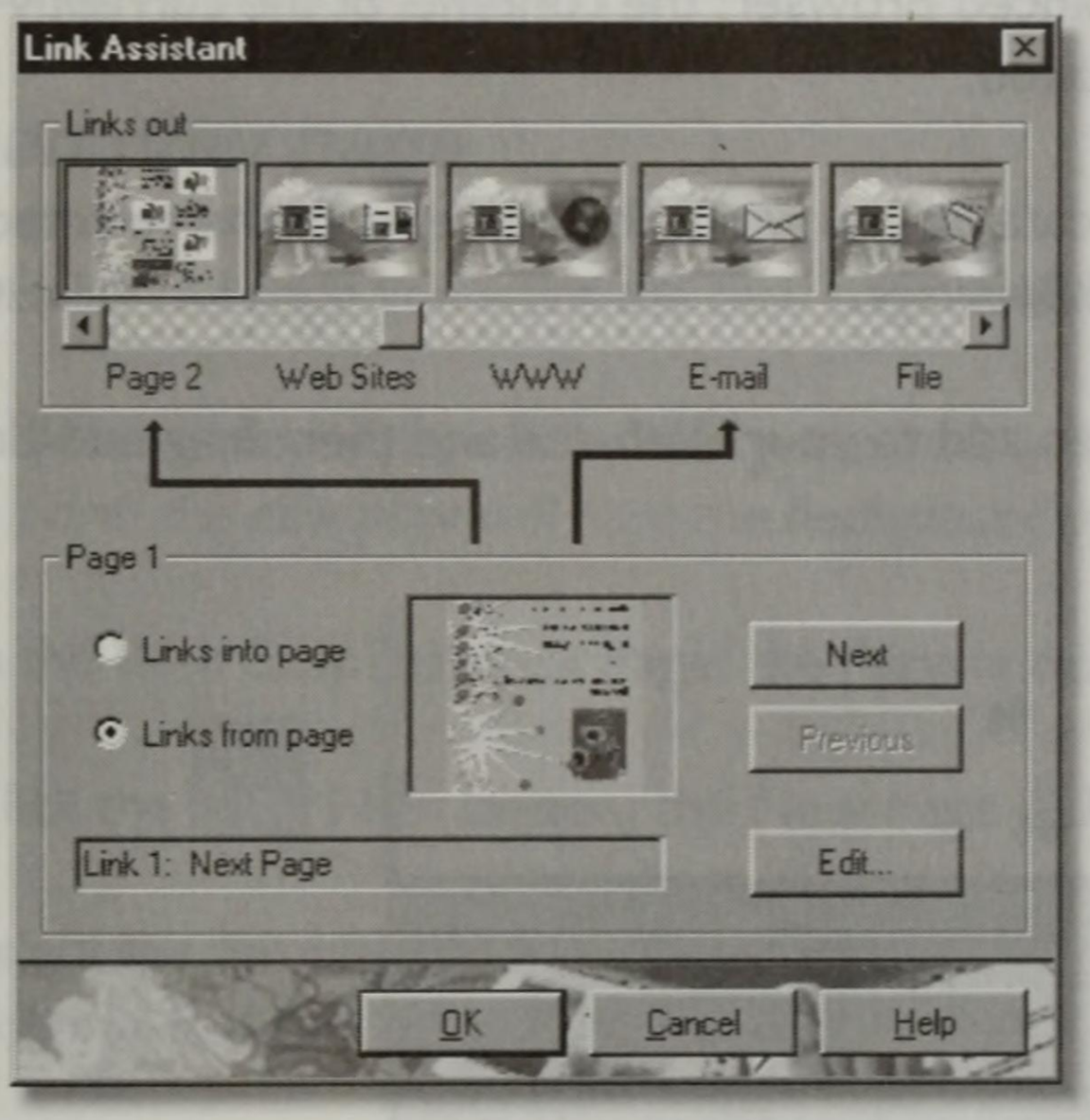
2. Choose Link Assistant from the Tools menu; the Link Assistant is displayed.

   - ***To display the links into the current page, select Links into page.***

   - ***To display the links from the current page, select Links from page.***

   - ***To select a link, click Next or Previous as necessary.***

   * *When an arrow representing a link is blue, that link is selected.*



3. To edit a link, click Edit; the Link dialog box is displayed.

4. Change the type of link or remove it, then click OK; the Link Assistant is displayed.

5. To view the links for another page, double-click that page in the display at the top of the Link Assistant.

6. When you are finished, click OK.

Add a tiled background

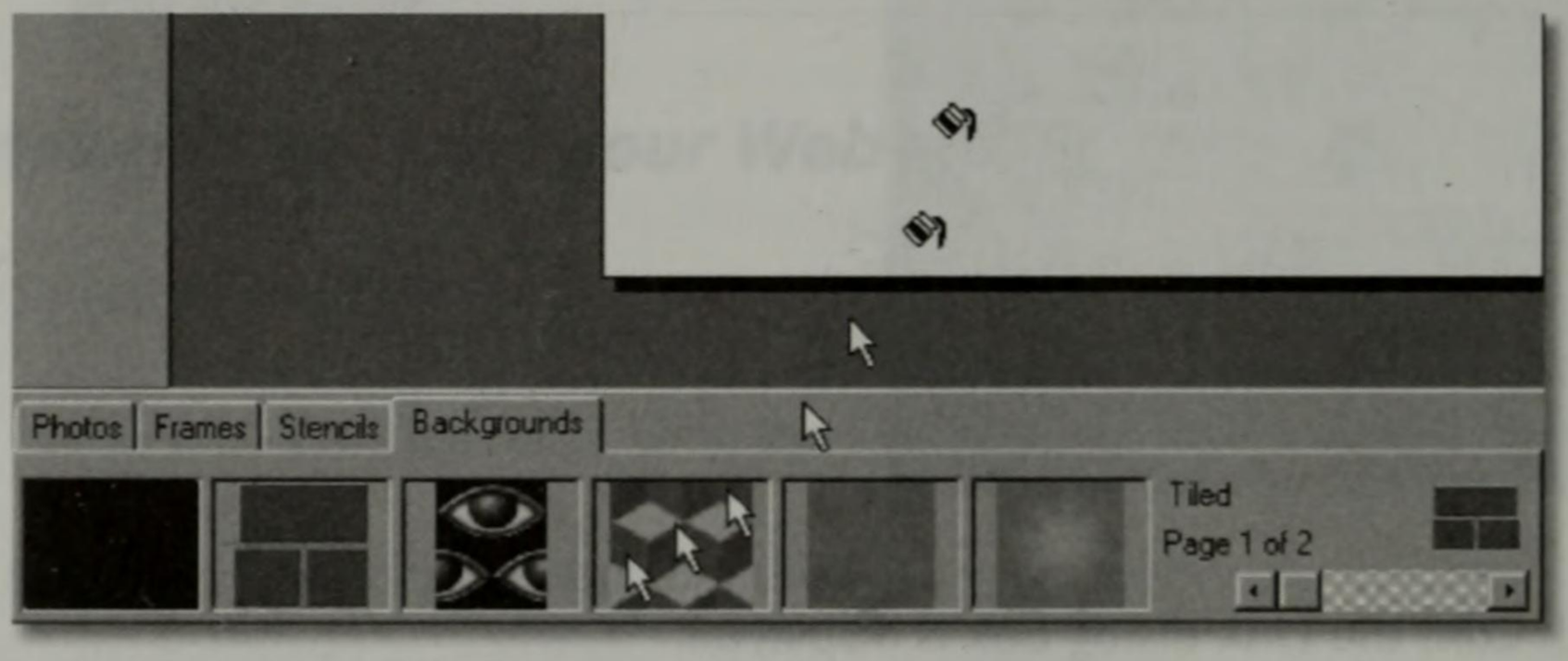
You can also replace an existing background by following the steps below.

1. Move to the page to which you want to add a background.
   * *The Background command only affects the page of your Web site that is currently displayed in the workspace.*

2. Click the Backgrounds tab in the Advanced Browser; the contents of the currently selected background catalog are displayed.

3. Click the Catalog icon and select the catalog you want; the contents of the selected catalog are displayed in the Advanced Browser.

4. Choose which background you want to add to your Web site and then drag-and-drop it into your page.



   * *The cursor changes to show you are adding a background.*

You can also add a background to a page by double-clicking the background in the Advanced Browser.

Remove a tiled background

1. Display the page from which you want to remove a tiled background.
2. Click the Backgrounds tab in the Advanced Browser; the contents of the currently selected background catalog are displayed.
3. Click the Remove Background button in the Advanced Browser; the tiled background is removed.

Add another page

1. Display the page you want the new page to come after.

   * *If the displayed page has a background and you choose a blank template for the new page, the new page will have the background of the page you displayed originally.*

2. In the Web Easy bar, click Page; the Page buttons are displayed in the Taskbar.
3. Click the New button; the New Page dialog box is displayed.
4. Select the template you want; the pages of selected template are displayed in the right side of the dialog box.

   * *Blank templates are available.*

5. Select the page of the template you want your new page to be based on and click OK; the new page is added to your Web site and displayed in the workspace for you to work on.

Delete a page

1. This Delete command is only available if your Web site has more than one page.
2. Display the page you want to delete.
3. Choose Delete from the Page menu; a confirmation message is displayed.
   * *There is no undo for this Delete command; be sure you want to delete the page.*
4. Click OK; the page is deleted and the previous page is displayed.

Change the size of your page

1. The Dimensions command affects every page in your Web site.
2. In the Web Easy bar, click Page; the Page buttons are displayed in the Taskbar.
3. Click the

Size button; the Page Dimensions dialog box is displayed.
4. If you want the items on your page to be resized, check the refit boxes as required.
5. If you want to use an existing page size, choose one from the list and click OK; your Web site is displayed with the new page dimensions.
6. If you want to create a new page size, type in a new name for your page size and enter the dimensions.
7. Click the Add button; your new page size is added to the list and is selected.
   * *You can remove a page size from the list by selecting it and clicking the*

     Remove button.
8. Click OK; your Web site is displayed with the new page dimensions.

Working with Web sites and pages

Move around your Web site

1. In the Web Easy bar, click Page; the Page buttons are displayed in the Taskbar.
2. To move to the first page, click the First button.
3. To move to the last page, click the Last button.
4. To move to the next page, use the Common Tools, click the Next button.
5. To move to the previous page, use the Common Tools, click the Previous button.
6. To move to another page, choose Go To from the Page menu; the Go To dialog box is displayed. Choose the page you want to go to. Click OK.

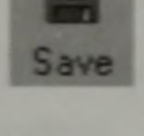
Preview your Web site

ixla Web Easy lets you preview your Web site on an Internet browser before you publish it on the Internet. You can check all your links and see your Web site as others will see it.

1. In the Web Easy bar, click Home; the Home buttons are displayed in the Taskbar.
2. Click the Preview button; your Internet browser is activated and your Web site is displayed in it.
   * *You cannot set the text colors for links when you are previewing.*
3. Click the linked items to test the links and see how your Web site works.
4. When you have finished previewing your Web site, close your Internet browser.
   * *If you have problems previewing your Web site, see the Troubleshooting section on page 50.*

Working with Web sites and pages

Save your Web site for the first time

1. In the Web Easy bar click Home; the Home buttons are displayed in the Taskbar.
2. Click the 

Save button; the Save Web Site As dialog box is displayed.
3. Select a folder where you will store your Web site.
   * *ixla Web Easy defaults to its Sites folder.*
4. Choose a name for your Web site and click Save; your Web site is saved.

Save changes to your Web site

1. In the Web Easy bar click Home; the Home buttons are displayed in the Taskbar.
2. Click the

Save button; any changes to your Web site are saved.

Close your Web site

1. In the Web Easy bar click Home; the Home buttons are displayed in the Taskbar.
2. Click the

Close button; your Web site is closed.

Open your Web site

1. In the Web Easy bar click Home; the Home buttons are displayed in the Taskbar.
2. Click the

Open button; the Open Web Site dialog box is displayed.
3. Select your Web site and click Open; your Web site is displayed in the workspace.

Build HTML files for your Web site

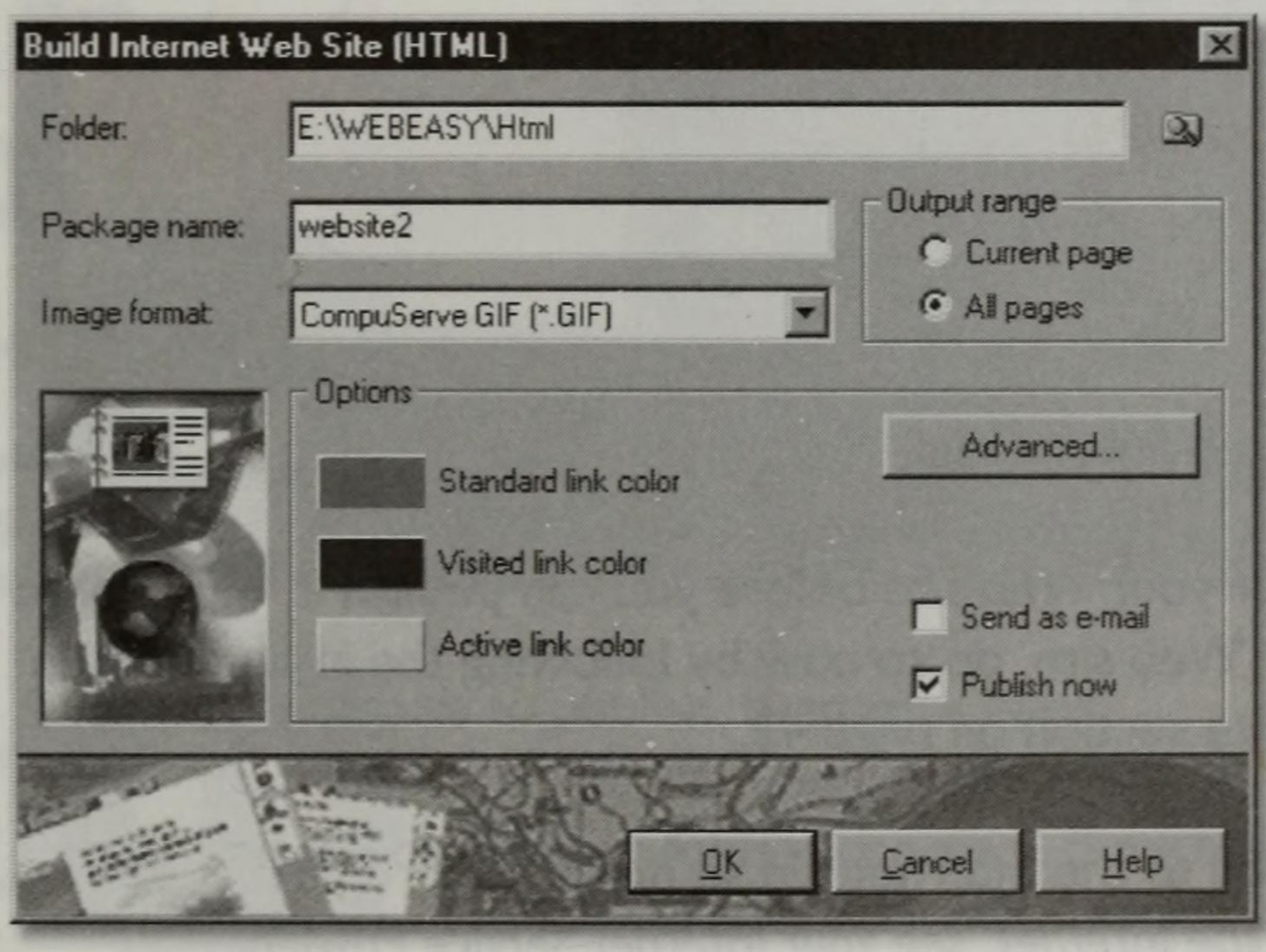
* *To see how this is done, refer to the on-line tutorial.*

You build HTML files for your Web site when you have finished working on it and want to publish it. If you are still working on your Web site, but you want to preview it, follow the instructions in the Preview your Web site section on page 41.

1. If you are publishing your Web site now and you have not already connected to the Internet, do so now.
   * *If you need help connecting to the Internet, see your Internet Service Provider.*

2. In the Web Easy bar, click Home; the Home buttons are displayed in the Taskbar.

3. Click the Build button; the Build Internet Web site (HTML) dialog box is displayed.



4. Select a folder location, package name, and image format for your Web site.
   * *.gif files support transparency but only 256 colors; .jpg files support millions of colors but not transparency and can take longer to download.*

5. To choose a color for your standard links, click the Standard link color button in the options group; the Color dialog box is displayed.

Build HTML files for your Web site

1. Choose a color, click OK; the Build Internet Web site (HTML) dialog box is displayed.

2. Repeat steps 5 and 6 for visited links and active links.
   * *When a user has already clicked a link, it is visited. When a user has clicked on a link but is still waiting for the linked item to be displayed, the link is active. You will not see an active link when you preview your local Web site in a browser.*

3. If you do not wish to publish your Web site right now, uncheck the Publish Now box and continue with the Publish your Web site section below when you are ready. Otherwise go to step 3 of the Publish your Web site section now.

4. To publish your Web site right now, click OK; HTML files are created for your Web site and the Publish Assistant is displayed.

Publish your Web site

* *To see how this is done, refer to the on-line tutorial.*

You need to have built HTML files for your Web site before you can publish it. If you have not already built HTML files for your Web site, do so now by following the instructions in the Build HTML files for your Web site section on page 43.

1. If you have not already connected to the Internet, do so now.
   * *If you need help connecting to the Internet, see your Internet Service Provider.*

2. Choose Publish from the File menu; the Publish Assistant is displayed. Click Next; the Select Host Profile for Publishing dialog box is displayed.

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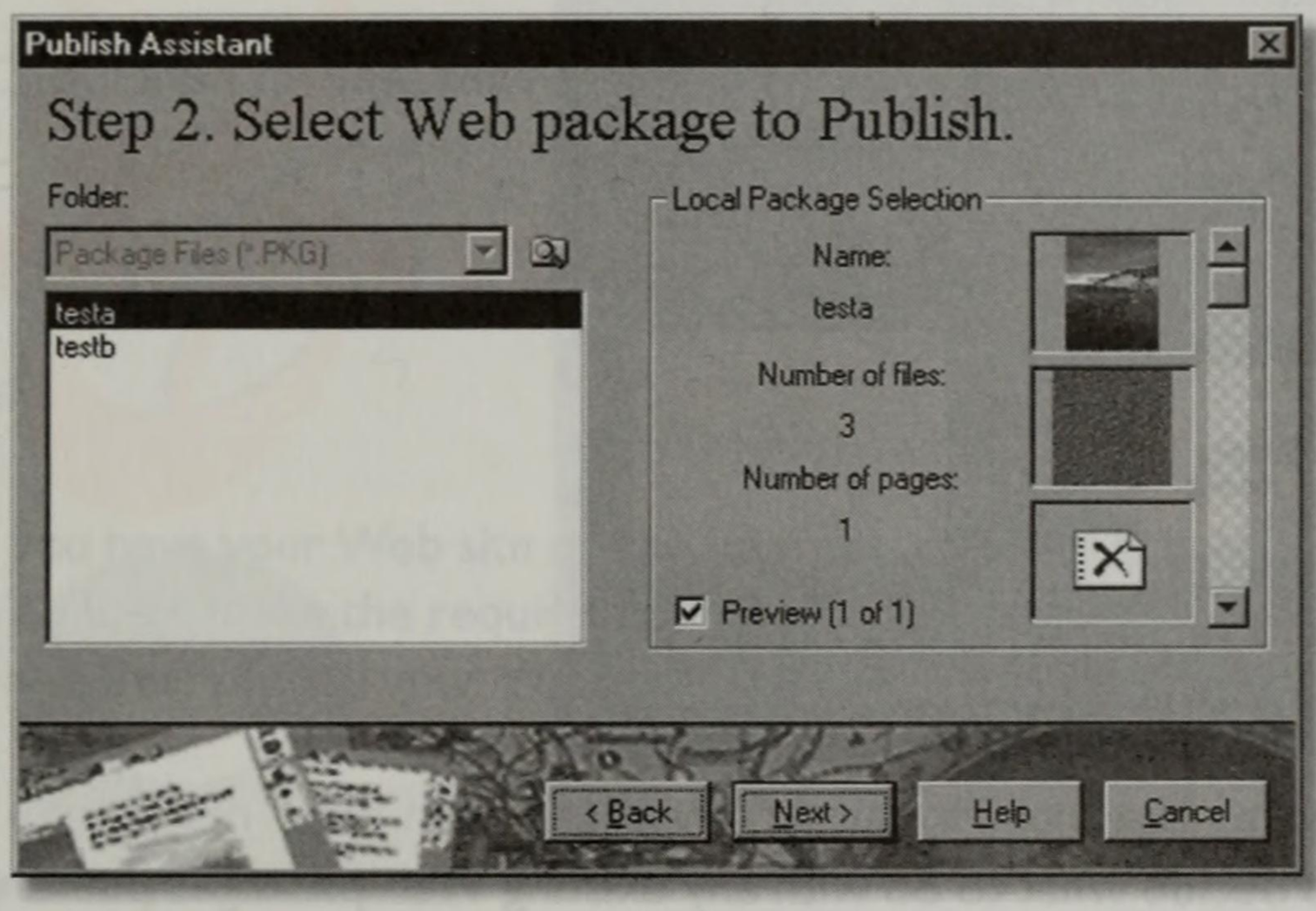
ixla

Publish your Web site

3. If you have not selected a host profile or if you want to change the profile, click Change, complete the three fields on the Remote Access tab using information provided by your Internet Service Provider, then click OK. The Information box displays connection messages. (Refer to Web Easy Help for more information on the connection dialog).
   * *When you provide a profile name, the connection details are saved for you to use the next time you publish; you do not have to re-enter them.*

4. When the Information box displays a message saying you are logged in, click Close.



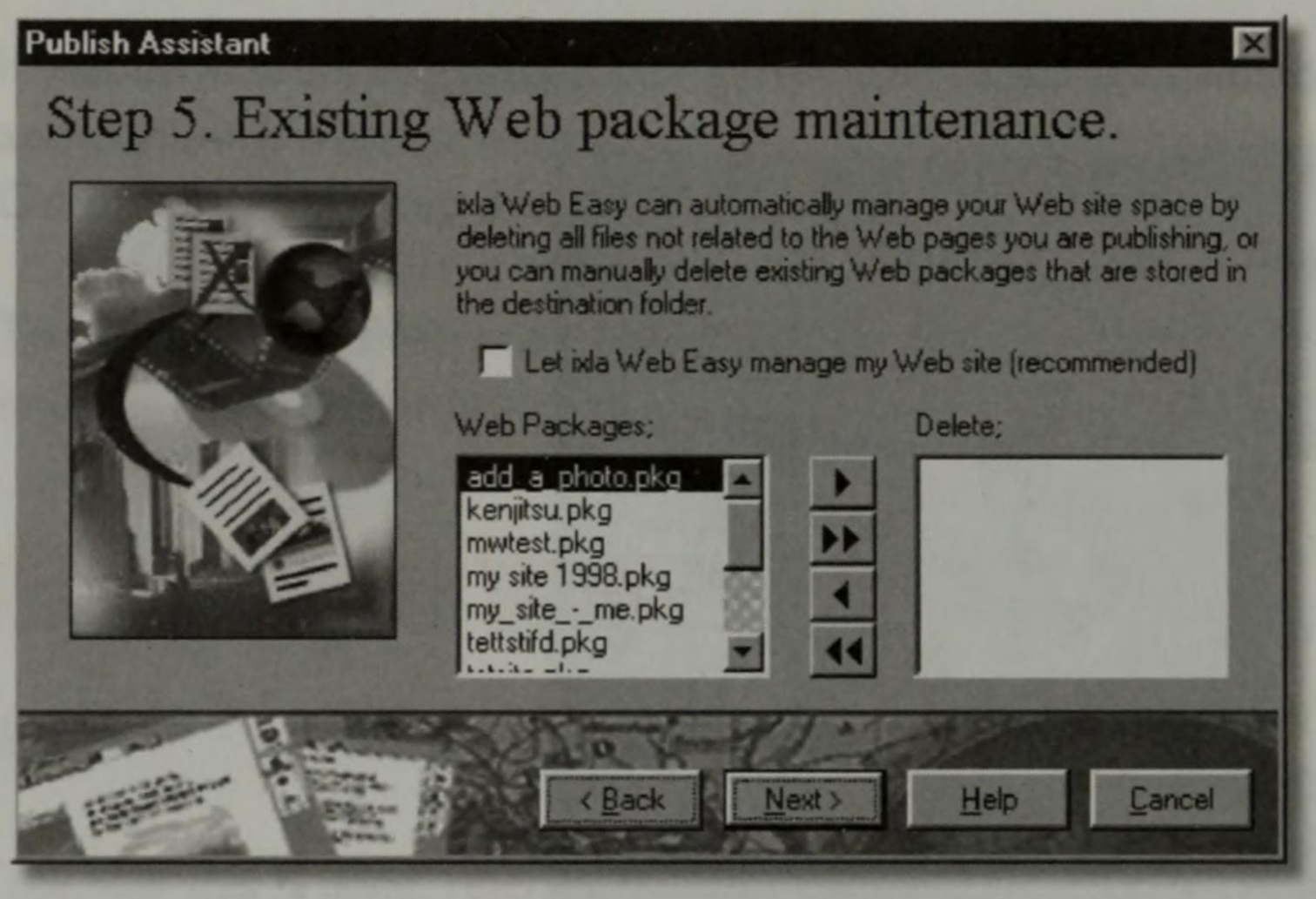
5. Select the Web site to publish, then click Next.

6. Ensure that the destination folder is correct. If necessary locate the correct folder, then Click Next.

7. Check the box to make the Web site the primary site. If you are publishing for the first time or to a remote folder where there are no other packages then this is strongly recommended.

If you are publishing to a remote folder that already contains a Web package you must decide which package is to be the primary Web site. Ideally you should link your other Web site from your primary site (using the link option on the Internet tab of the Link dialog).

Click Next.



8 This screen allows you to decide what to do with any existing Web packages published using the ixla Web Easy Publish Assistant.

If you let ixla Web Easy manage your sites for you, it will select all existing packages for deletion prior to publishing the current package. You can select which packages to delete manually by selecting the package with a click and then clicking the right arrow to move that package to the delete list.

If you already have Web sites in this remote folder and you are not publishing this Web site as a primary Web site, we recommend that you leave a primary Web site on the remote folder as otherwise no pages will automatically be loaded on browsing this folder.

Publish your Web site

9. Click Next and then click Transfer. ixla Web Easy will transfer your Web site files to the Host directory.

10. You can choose to display a publish report by clicking on the View Publish Report button on the screen.

To view your Web site, click on the "View site in browser now" box. When you click on Finish, the Publish Assistant will close and the site will open in your Internet browser.

Click Finish to close the Publish Assistant.

Maintaining your Web site

Once you have your Web site on the Internet, updating it is easy. Just open your Web site in ixla Web Easy, make the required changes, build new HTML files to replace the previous ones, and then publish your Web site again.

* *For information about renaming your Web site or about maintaining multiple Web sites, refer to the on-line Help.*

Tips

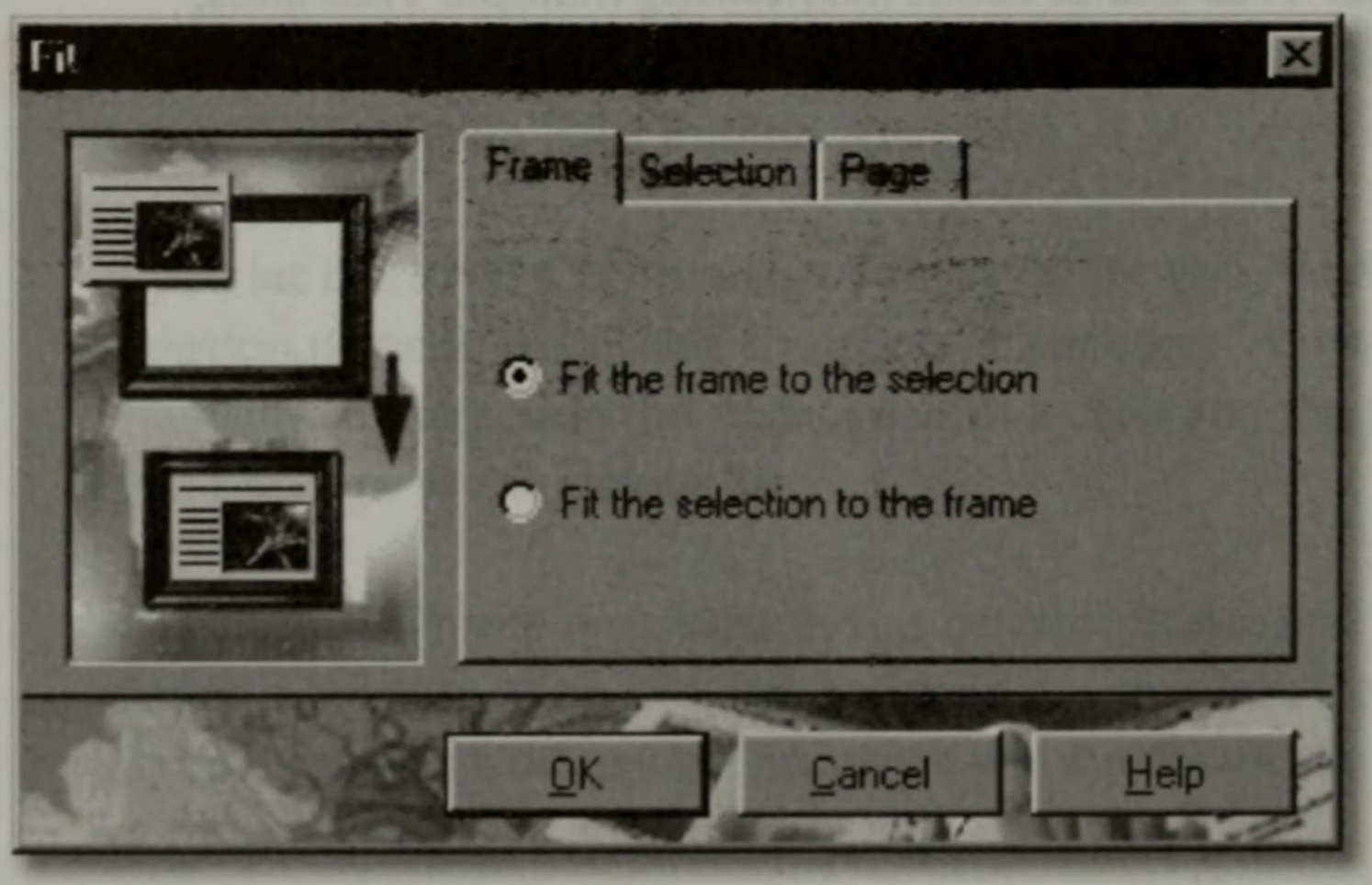
Albums: Make a Web site from your ixla Digital Camera Suite and ixla Photo Scanner Suite albums. Just open your album (file extension .alb) using ixla Web Easy and work on it like a Web site.

Bulleted lists: If you put an asterisk (*) at the beginning of each paragraph you want in a bulleted list, when you publish your Web site, the text will be in a bulleted list. Refer to the on-line Help to find out more about bulleted and numbered lists.

Copy and Paste: If you want to duplicate an item on your Web site, copy and paste it. First, select the item. Then, in the Web Easy bar, click Edit. Then, in the Taskbar, click the Copy button followed by the Paste button.

Drag-and-drop: When you are dragging an item from the Browser onto your Web site, the mouse pointer icon represents where the top left corner of the item will be placed when you drop it.

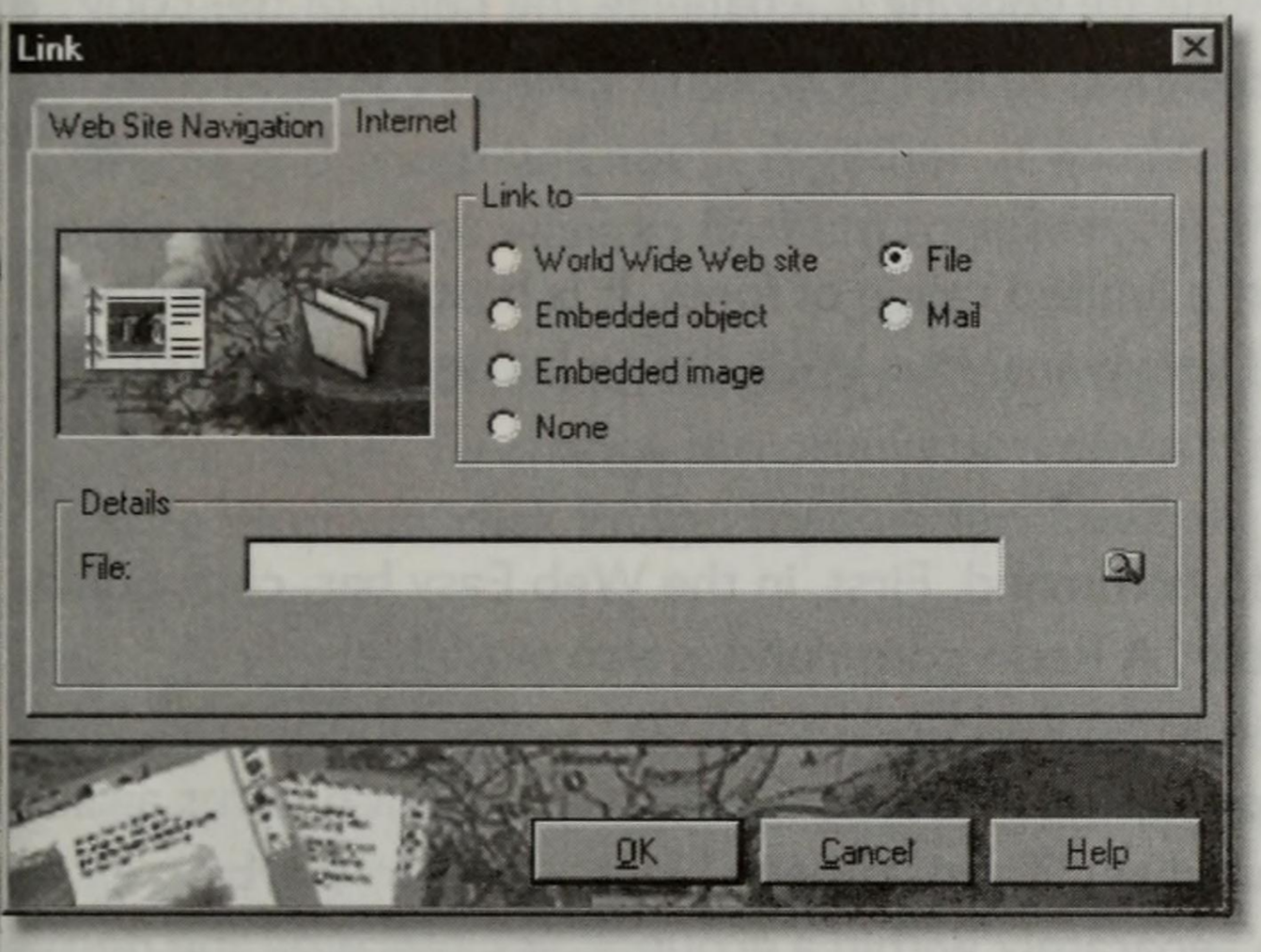
Fit: If you have a photo and a frame on your Web site that you want to fit together, select the photo and the frame (see Selecting multiple items on page 50). Then choose Fit from the Edit menu; the Fit dialog box is displayed. Select the Frame tab and choose the option you want; for example, Fit the frame to the selection. Then click OK.



Tips

Grouping: Keep items together on your Web site by grouping them together. Select the first item, hold down the Shift key, select as many other items as you need and then release the Shift key. Choose Group from the Edit menu. Grouped items function as one item and have diamond-shaped sizing handles.

Large images: Use smaller images in your Web site to decrease your Web site's transmission time. To include a large image, use a thumbnail of the image and link it to the larger image using the File option in the Link dialog box.



Portrait photos: Use the Rotate command to correct the orientation of your portrait photos. First, select the photo you want to rotate. Then, in the Web Easy bar, click Image. Then click the Rotate button in the Taskbar.

Presentations: Use ixla Web Easy to make impressive presentations to show to your colleagues using an Internet browser. You can also e-mail these presentations to others. First, in the Web Easy bar, click Home. Then click the Build button in the taskbar. Check the Send as e-mail box and click OK. Then send your e-mail.

Tips

Right mouse button: Click the right mouse button to display a menu specific to the environment you are working in or the item your mouse is pointing to.

Selecting multiple items: Select more than one item by holding down the Ctrl key while using the mouse to select the various items. You can select all the items on a page of your Web site by choosing Select All from the Edit menu. When you have selected multiple items, you can modify them all at the same time, for example using the Align Top command.

Shadow: Create a shadow effect for your title by copying it, changing the color of the copy and layering it behind the original. This is exported as a graphic, not text, so you can use any font size you like.

Text: Most Internet browsers only support a limited range of fonts. It is best to use standard fonts like Arial and Times New Roman if you want your Web site to be displayed correctly in all browsers.

Undo: If you make a mistake, use the Undo command. First, in the Web Easy bar, click Edit. Then click the Undo button in the Taskbar. A Redo command is also available.

Ungrouping: Grouped items can be ungrouped so that they function as separate items again. First, select the group (diamond sizing handles). Then, choose Ungroup from the Edit menu. It is also possible to modify items separately within a group. Click twice on the item you want to modify; the resize handles change from diamonds to squares and are only around the item you selected. That item can now be modified separately, but it is still part of the group.

Zoom: Get a closer look at your Web site. Choose Zoom from the View menu. Then, in the Zoom dialog box, choose the percentage you want and click OK. You can return to viewing the whole Web site by choosing Fit in the Zoom dialog box.

Troubleshooting

Problems with items

An item on my Web site is hidden behind another one! ixla Web Easy allows you to layer items from back to front. If you want to move an item to the back, select it, then choose Order, Send to Back from the Edit menu.

My frame won't fit to my photo! A frame will only fit to a photo if the item (frame or photo) that is already on your Web site is selected. Make sure that when you drop the item you are dragging from the Browser over the item on the Web site, that the item on the Web site has sizing handles displayed on the edges. If sizing handles are not displayed, the frame and photo will not fit together. If you have a photo and a frame on your Web site already, and you want to fit them together, see Fit in the Tips section on page 48.

My portrait photos are landscape! Your digital camera may show all the photos you take as landscape. To change the orientation of your photo on your Web site, select it and in the Web Easy bar, click Image; then, in the Taskbar, click the Rotate button until your photo is upright.

When I added an oval frame to my photo, it didn't fit! Oval frames are used in conjunction with stencils. After you have dragged an oval frame onto your photo, select the Stencil tab in the Advanced Browser and display the oval catalog. Drag-and-drop an oval stencil onto your photo.

Troubleshooting

When I deleted my frame, my photo disappeared as well! ixla Web Easy groups photos and frames together to make it easy for you to work with them. When you select a frame, the sizing handles will show you whether you have just the frame or both the frame and the photo. If the sizing handles are squares, you have selected just the frame. If the sizing handles are diamonds, you have selected both the frame and the photo. If the selection you have made is not the one you wanted, select the item again; the sizing handles should alternate between diamonds and squares each time you select a grouped item.

Problems with text

My text has become an image! Text will sometimes become an image in an Internet browser because the text is overlapped onto another item on the page. To prevent text becoming an image, make sure your text items are not overlapping before publishing your Web site.

I can't see all of my text! If you enlarge text after you type it in, the text item may be too small to display all the text. Enlarge the text item by selecting the text item and dragging the sizing handles that are displayed on the edges of the item. Use sizing handles on the sides of the item to widen it; use sizing handles on the top and bottom to increase the height; and use sizing handles on the corners to increase the height and width at the sam time.

My text is disappearing when I preview my Web site! If part of your text is not visible because the text item is too small, none (or only some) of the text may be displayed when you view your Web site in an Internet browser. Ensure that all your text items are big enough. Another reason for text sometimes not being displayed is if one text item overlaps another text item or image, or is too close to the edge of the page.

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Troubleshooting

Problems with links

Some of my links to other sites don't work! Unfortunately, ixla Web Easy can't check that the Internet addresses you use are correct. Double check that you haven't made any mistakes in entering the addresses and that the addresses are still valid. If you can't find anything wrong with the addresses, see your Internet Service Provider.

Some of the links to other parts of my Web site aren't working! Check that you have not created links to pages that you have subsequently deleted. It is best to add your links when you have completely finished designing your Web site.

Problems with your Web site

I can't see all of my Web site! Choose Zoom from the View menu; the Zoom dialog box is displayed. Select Fit, then click OK. This will automatically display your Web site at a size that best fits into the workspace. The actual dimensions of your Web site are unaltered. If you are still unable to see all of your Web site, change the dimensions of your site. See the Change the size of your page section on page 36.

Problems with publishing your Web site

The Publish Assistant says required files have been deleted from my local folder! A .pkg file is missing from your Local folder. If the .pkg file for the Web site you are publishing is missing, the Publish Assistant cannot compare local and remote files and will have to re-publish your entire Web site. If the .pkg file for a Web site you wish to delete is missing, the Publish Assistant will not be able to delete that Web site. Copy the required .pkg file from the HTML folder (or the folder in which you stored the HTML files for your Web site), and paste it into the Local folder. Now when you publish, the Publish Assistant will be able to delete the Web site.

Troubleshooting

When I try to publish my Web site, the Publish Assistant says there are no files to update!

Delete the .pkg file for your Web site from the Web Easy HTML folder or the folder in which you stored the HTML files for your Web site. Now, when you publish your Web site, the Publish Assistant will publish all of the HTML files for your Web site.

There's not enough disk space on my remote host to publish my Web site! If this is the first time you are publishing your Web site, check that the space your ISP has allocated to you for a Web site (ask your ISP) is greater than the size of the contents of your local Web site folder (HTML). If the allocated space is smaller, you can either request more space from your ISP or reduce the size of your Web site. Reduce the size of your Web site by reducing the size of any large graphics, by removing a page, or by removing large files that are linked to the site. If you have already published a Web site, you can make the one you are publishing now smaller or you can delete the first Web site from your remote host. Deleting a Web site from your remote host will not remove you local version of it.

Problems with viewing your Web site in an Internet browser

Some of my linked items are not visible! If your Internet browser is not displaying an item on your Web site that has a particular type of link (for example an embedded object link), it does not support that sort of link. You will need to upgrade to the latest version of your Internet browser in order to view these linked items. If the linked item was text, see My text is disappearing when I preview my Web site! in the Problems with text section.

When I view my Web site in an Internet browser, it is not displayed correctly! Because ixla Web Easy enables you to do so much with your Web site, the HTML files that you build can be quite complex; some older versions of Internet browsers cannot manage that complexity. Try altering your Web site design to reduce complexity; one way of doing this is to avoid having items that overlap. If you don't want to alter your design, you can try viewing your Web site in other Internet browsers or upgrading to a newer version of the Internet browser you are using.

Troubleshooting

You should remember, however, that even though some browsers display your Web site correctly, others will not and a lot of people may be using those other browsers.
You should aim to create a Web site that can be viewed without problems using as many different browsers as possible.

When I view my Web site in different Internet browsers, it looks different! Different Internet browsers function differently and have different capabilities. This variation causes them to display your Web site differently. Sometimes there is nothing you can do about the differences; for example, some browsers use different color palettes and this causes them to display colors differently. However, some differences in viewing can be caused by the complexity of your Web site; see When I view my Web site in an Internet browser, it is not displayed correctly!

When I view my Web site in an Internet browser, my text links are showing as visited!

Your Internet browser keeps a history of the links you have visited recently. So when you are creating your Web site and previewing it frequently, your Internet browser will "remember" that you have visited that link before. To avoid this happening, clear your Internet browser's history folder when you are creating and previewing your Web site.

When I view my Web site in some Internet browsers, my background doesn't scroll!

Some of ixla Web Easy's templates have horizontal bars of color in the background and some Internet browsers fix these backgrounds so they don't scroll. Try using a different Internet browser; this should solve the problem.

Shortcuts

To do this...	*press this...*
Copy a selected item from your Web site	**Ctrl+C**
Cut a selected item from your Web site	**Ctrl+X**
Delete a selected item from your Web site	**Delete**
Enable the Activity Guide	**Ctrl+G**
Enable the Catalog Assistant	**Ctrl+T**
Enable the Link Assistant	**Ctrl+L**
Enable the Search Assistant	**Ctrl+F**
Open an existing Web site	**Ctrl+O**
Paste a copied/cut item onto your Web site	**Ctrl+V**
Print a Web site	**Ctrl+P**
Redo a command	**Ctrl+A**
Refresh your workspace	**F5**
Save changes to a Web site	**Ctrl+S**
Switch between Web sites you have open	**Ctrl+F6**
Undo a command	**Ctrl+Z**
View the first page of your Web site	**Ctrl+Home**
View the last page of your Web site	**Ctrl+End**
View the next page of your Web site	**Ctrl+Page Down**
View the previous page of your Web site	**Ctrl+PageUp**

ixla™ WebPage Studio Complete Web Page

Glossary

Build a Web site:
To build a Web site, use the ixla Web Easy Build tool to build HTML files from the .web files you have already made. Once you have HTML files for your Web site, you have a local Web site.

Catalog: A catalog is what ixla Web Easy uses to group your photos, frames, stencils and backgrounds. Refer to the on-line Help for more information on catalogs.

Create a Web site:
To create a Web site, use ixla Web Easy to make .web files.

Double-click: To double-click, click the left mouse button twice in quick succession.

Drag-and-drop: To drag-and-drop, click an item using the left mouse button and hold the mouse button down; drag the item by moving the mouse so that the mouse pointer moves to the new position; then drop the item by releasing the mouse button.

FTP: File Transfer Protocol. FTP is the standard method used to publish Web sites on the Internet.

HTML: HyperText Markup Language. HTML is the standard language used to create Web-based content.

Internet browser:
An Internet browser is a software application that allows you to view HTML content; for example, remote Web sites on the Internet, or local Web sites on your computer. Browsers can be downloaded from the Internet free of charge.

Item: An item is anything you can put on your Web site; for example, text, photos and frames.

Left mouse button:
The left mouse button is the most commonly used mouse button and is normally used to perform actions such as selecting items and choosing menu items or buttons.

Glossary

Link: A link is a connection which enables someone viewing your Web site to jump to other pages in your site or to other sites by clicking the item that is linked.

Local Web site: A local Web site is a collection of HTML files that you have built from your ixla Web Easy Web site (.web files). You can view a local Web site using an Internet Browser.

Publish a Web site:
To publish a Web site, use ixla Web Easy's Publish Assistant to transfer HTML files to a site address using FTP. This will get the Web site out on the Internet so people can access it. You will need to get an address from your Internet Service Provider and Host details; the ixla Web Easy Publish Assistant will help you do the rest.

Remote Web site:
A remote Web site is a collection of published HTML files that people can access on the Internet.

Right mouse button:
The right mouse button is most often used to display pop-up menus relevant to what the mouse pointer is directed at.

Select: To select an item, click it with the left mouse button.

Sizing handles:
Sizing handles are small squares or diamonds that appear on the edge of an item when you select it. They appear in the middle of each side of a selected item and on the corners. If the sizing handles are diamonds, you have selected grouped items (for example a frame and a photo). If the sizing handles are squares, you have selected a single item.

Stencil: A stencil is a partially transparent image you can place over your photos to display some parts of the photo while hiding others.

Template: A template is the basis of a Web site that ixla Web Easy provides you with to get you started.

ixla Web Easy Complete Web Page Studio

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